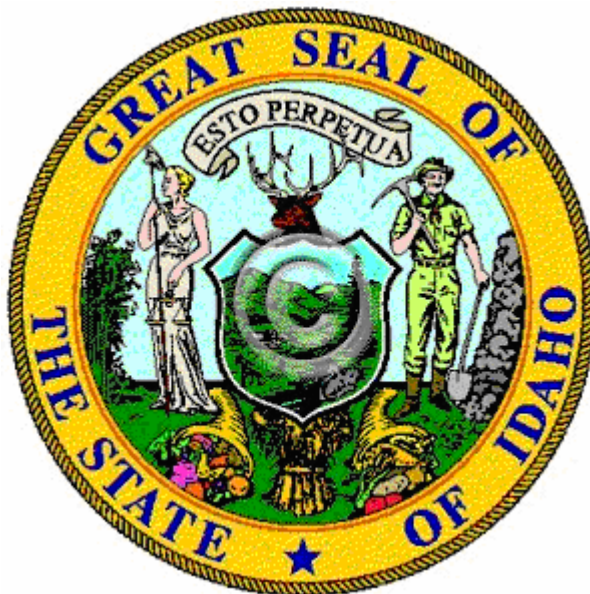


# IDAHO DEPARTMENT OF HEALTH AND WELFARE



## WEB DEATH MODULE FUNERAL HOME TRAINING GUIDE

10/27/2008

Version 1.0



The **Industry Standard** in Vital Records Integrated Systems

**Copyright**

©Copyright 2008, Genesis Systems, Inc.

All rights reserved.

First printing: 10/27/2008

Genesis Systems, Inc.

P.O. Box 546


Lewistown, PA 17044

**Trademarks**

WebEBC, WebEDC, WebEDR, WinVRS, Fast-fire, Viz-e-Q, MindsEye, AllBoard, and DataFlex are trademarks and/or service marks of Genesis Systems, Inc.


**Author**

Gaurav Prabhu

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>3 of 208</b>

## TABLE OF CONTENTS


<b>1.0</b>	<b>REVISION HISTORY .....</b>	<b>6</b>
<b>2.0</b>	<b>ABOUT THE IDAHO WEB DEATH MODULE .....</b>	<b>7</b>
<b>3.0</b>	<b>SYSTEM OVERVIEW .....</b>	<b>9</b>
<b>3.1.</b>	<b>Technical Support .....</b>	<b>10</b>
<b>3.2.</b>	<b>On-line Help Features .....</b>	<b>11</b>
<b>3.2.1.</b>	Field Tips .....	11
<b>3.2.2.</b>	Field Level Help .....	12
<b>3.2.3.</b>	System Level Help .....	12
<b>3.2.4.</b>	Module Level Help .....	13
<b>3.2.5.</b>	About Idaho Web Death .....	13
<b>3.3.</b>	<b>Login – System Access .....</b>	<b>14</b>
<b>3.3.1.</b>	Session Time-Outs .....	16
<b>3.3.2.</b>	About Passwords .....	17
<b>3.3.3.</b>	About Demo Mode .....	18
<b>3.4.</b>	<b>Log Out – Exit the System .....</b>	<b>21</b>
<b>3.5.</b>	<b>Navigation, Data Entry and Tool Tips.....</b>	<b>23</b>
<b>3.5.1.</b>	Using the Mouse .....	23
<b>3.5.2.</b>	Using the Keyboard (AllBoard®).....	23
<b>3.5.3.</b>	Using Tool Tips .....	24
<b>3.5.4.</b>	Registration Toolbar.....	24
<b>3.5.5.</b>	Visual Cueing (Viz-e-Q®) .....	25
<b>3.5.6.</b>	Edit Checks (Fast-Fire®) .....	26
<b>3.6.</b>	<b>User Directory.....</b>	<b>30</b>
<b>3.7.</b>	<b>Record Status Screen .....</b>	<b>33</b>
<b>3.8.</b>	<b>Presumed Fields.....</b>	<b>37</b>
<b>3.9.</b>	<b>Menus and Screenshots .....</b>	<b>38</b>
<b>3.9.1.</b>	Idaho Web Death Main Menu .....	38
<b>3.9.2.</b>	Demographic Data Entry and Verification Menu .....	39
<b>3.9.3.</b>	Demographic Tab 1 .....	40

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>4 of 208</b>	


3.9.4.	Demographic Tab 2 .....	41
3.9.5.	Demographic Tab 3 .....	42
3.9.6.	Demographic Tab 4 .....	43
3.9.7.	Medical Tab 1 .....	44
3.9.8.	Medical Tab 2 .....	45
3.9.9.	Medical Tab 3 .....	46
3.9.10.	Comments Tab .....	47

## 4.0 DEMOGRAPHIC DATA ENTRY AND VERIFICATION FUNCTIONS 49

4.1.	Start a New Record / Pick-up an Existing Record .....	50
4.2.	Search for a Record .....	57
4.2.1.	Search Screen .....	57
4.2.2.	Work Queue Search .....	60
4.3.	Canceling Changes .....	63
4.4.	Returning to the Main Menu .....	64
4.5.	Unresolved Fields List .....	65
4.6.	Demographic Data Entry Tips .....	69
4.6.1.	AKA Name(s) Fields .....	69
4.6.2.	Pick List Navigation (MindsEye©).....	70
4.6.3.	Making New Entries in Pick Lists.....	71
4.6.4.	Death Age Entry.....	72
4.6.5.	Screen Tab Navigation – Next and Previous buttons.....	73
4.6.6.	Place of Disposition .....	74
4.6.7.	Funeral Facility Profile .....	75
4.6.8.	Funeral Service Licensee or Person Acting As Such .....	76
4.6.9.	Additional Funeral Service Provider .....	76
4.6.10.	Hispanic Origin and Race Fields Properties.....	77
4.6.11.	Record Comments.....	78
4.7.	SSN Verification .....	80
4.7.1.	Response Generation .....	81
4.8.	Medical Certifier Designation .....	83
4.9.	Coroner Referral.....	89
4.9.1.	Refer to Coroner if Coroner's Location is Participating .....	89
4.9.2.	Refer to Coroner if Coroner's Location is NOT Participating.....	91


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>5 of 208</b>	

<b>4.10.</b>	<b>Print/Re-print Death Certificate Worksheet.....</b>	<b>93</b>
<b>4.11.</b>	<b>Proxy Medical Data Entry .....</b>	<b>99</b>
<b>4.12.</b>	<b>Print full Death Abstract .....</b>	<b>100</b>
<b>4.13.</b>	<b>Print BTP/Blank BTP .....</b>	<b>103</b>
<b>4.14.</b>	<b>Demographic Verification .....</b>	<b>108</b>
<b>4.15.</b>	<b>Medical Certification by Funeral Director .....</b>	<b>120</b>
<b>4.16.</b>	<b>Respond to Query .....</b>	<b>121</b>
<b>4.17.</b>	<b>Relinquish a Record.....</b>	<b>125</b>
<b>4.18.</b>	<b>Reports.....</b>	<b>127</b>
<b>4.18.1.</b>	<b>Statistics by Date and Manner .....</b>	<b>127</b>
<b>4.18.2.</b>	<b>Statistics by Date.....</b>	<b>165</b>
<b>4.18.3.</b>	<b>Burial Removal Transit Permit Log (BTP Log).....</b>	<b>184</b>
<b>4.18.4.</b>	<b>Caseload by F.H. Licensee .....</b>	<b>187</b>
<b>4.18.5.</b>	<b>Death Disposition Log .....</b>	<b>190</b>
<b>4.18.6.</b>	<b>FOD Timeliness Report.....</b>	<b>193</b>
<b>4.19.</b>	<b>Medical Data Entry Tips.....</b>	<b>196</b>
<b>4.19.1.</b>	<b>Certifier Fields .....</b>	<b>196</b>
<b>4.19.2.</b>	<b>Pick List Navigation (MindsEye©) .....</b>	<b>199</b>
<b>4.19.3.</b>	<b>Making New Entries in Pick Lists .....</b>	<b>200</b>
<b>4.19.4.</b>	<b>Screen Tab Navigation – Next and Previous buttons .....</b>	<b>202</b>
<b>4.19.5.</b>	<b>Date and Time of Death/Date and Time Pronounced Dead .....</b>	<b>203</b>
<b>4.19.6.</b>	<b>Cause of Death fields .....</b>	<b>204</b>
<b>4.19.7.</b>	<b>Date and Time of Injury AND Place of Injury fields .....</b>	<b>205</b>
<b>4.19.8.</b>	<b>Record Comments.....</b>	<b>206</b>

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>6 of 208</b>

## 1.0 REVISION HISTORY

Version	Date	Author(s)	Revision Notes
1.0	10/27/2008	Gaurav Prabhu	Original Document

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>7 of 208</b>

## 2.0 ABOUT THE IDAHO WEB DEATH MODULE

This user guide serves as a comprehensive reference for the demographic data entry and verification functions of the Idaho Web Death Module.


This user guide is divided into the following two sections for your convenience:

### Section I. System Overview:

- [Technical Support](#)
- [On-line Help Features](#)
- [Login - System Access](#)
- [Log Out – Exit the System](#)
- [Navigation, Data Entry and Tool Tips](#)
- [User Directory](#)
- [Record Status Screen](#)
- [Presumed Fields](#)
- [Menus and Screenshots](#)

### Section II. Demographic Data Entry and Verification Functions

- [Start a New Record / Pick-up an Existing Record](#)
- [Search for a Record](#)
- [Canceling Changes](#)
- [Returning to the Main Menu](#)
- [Unresolved Fields List](#)
- [Demographic Data Entry Tips](#)
- [SSN Verification](#)
- [Designate a Medical Certifier](#)
- [Coroner Referral](#)
- [Print/Reprint Death Certification Worksheet](#)
- [Proxy Medical Data Entry](#)
- [Print full Death Abstract Form](#)
- [Print BTP/Blank BTP](#)

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>8 of 208</b>

[Demographic Verification](#)

[Medical Certification by Funeral Director](#)


[Respond to Query](#)

[Relinquish a Record](#)

[Reports](#)

[Medical Data Entry Tips](#)



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>9 of 208</b>

### 3.0 SYSTEM OVERVIEW

This section provides detailed information about the Idaho Web Death Module regarding the following topics:

[Technical Support](#)

[On-line Help Features](#)

[Login - System Access](#)

[Log Out – Exit the System](#)


[Navigation, Data Entry and Tool Tips](#)

[User Directory](#)

[Record Status Screen](#)

[Presumed Fields](#)

[Menus and Screenshots](#)

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>10 of 208</b>

### 3.1. Technical Support

The following resources provide reliable ways to get answers to questions and support for all of the functionalities included in the Idaho Web Death Module:

#### **On-line Help Functions within the Idaho Web Death Module:**

Field Tips  
Field Level Help  
System Level Help  
Module Level Help

#### **Contact Technical Support:**

Genesis Systems, Inc. provides a 24-hour technical support hot line. Experienced technical support staff members are available to answer your questions and provide solutions to your individual problems.

**Important Note:** Because Technical Support plans vary, please contact your IDHW Administrator before calling Genesis Systems, Inc.


#### **Technical Support Hotline:**

(717) 909-8500 and select Option 1  
Monday thru Friday 9:00 AM to 7:00 PM ET

**After Hours Message Center:** Genesis electronic message center will prompt you to leave the necessary information for your call to be returned by the on-call technical support staff member.

(717) 909-8500 and select Option 1  
Monday thru Thursday 7:00 PM to 9:00 AM ET  
Friday 7:00 PM ET thru Monday 9:00 AM ET

**E-mail:** [genesis@genesisinfo.com](mailto:genesis@genesisinfo.com)  
**Visit us on the web at:** [www.genesisinfo.com](http://www.genesisinfo.com)

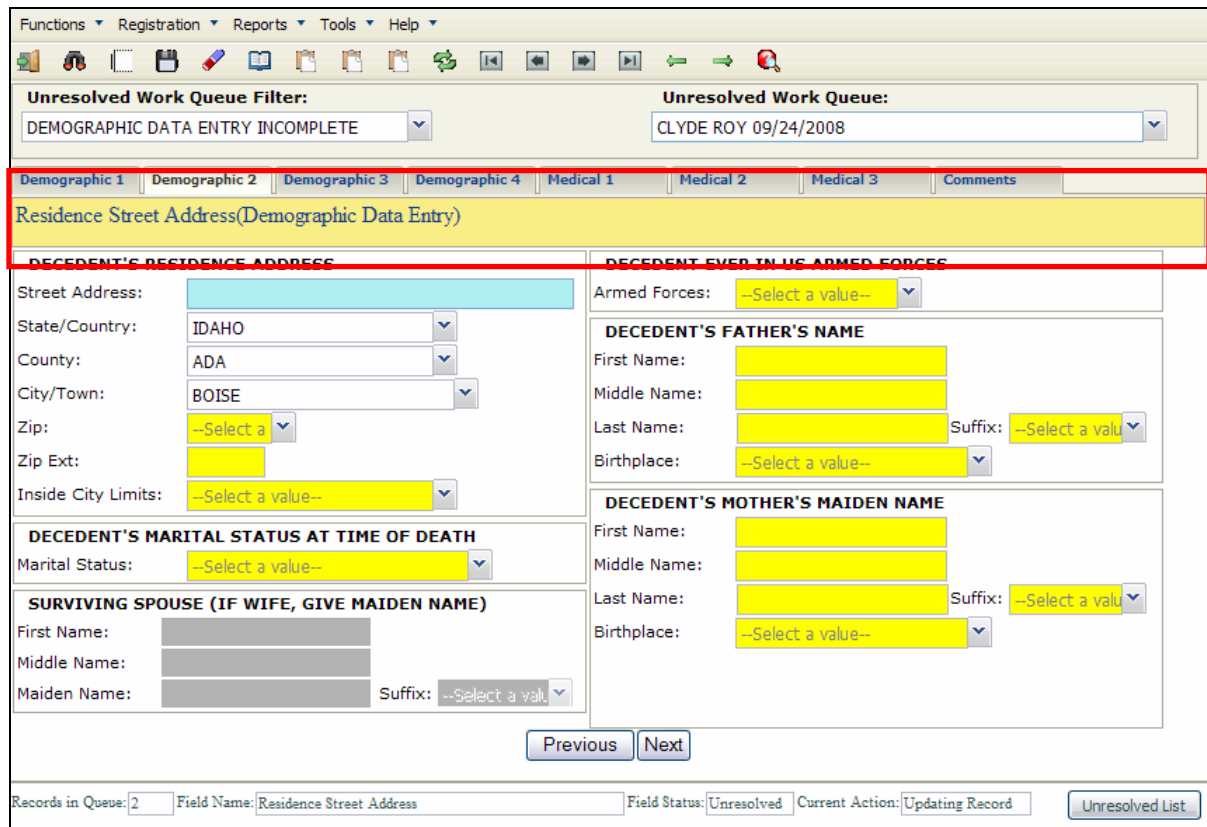
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>11 of 208</b>


## 3.2. On-line Help Features

The Idaho Web Death Module includes the following On-line Help features:

### 3.2.1. Field Tips

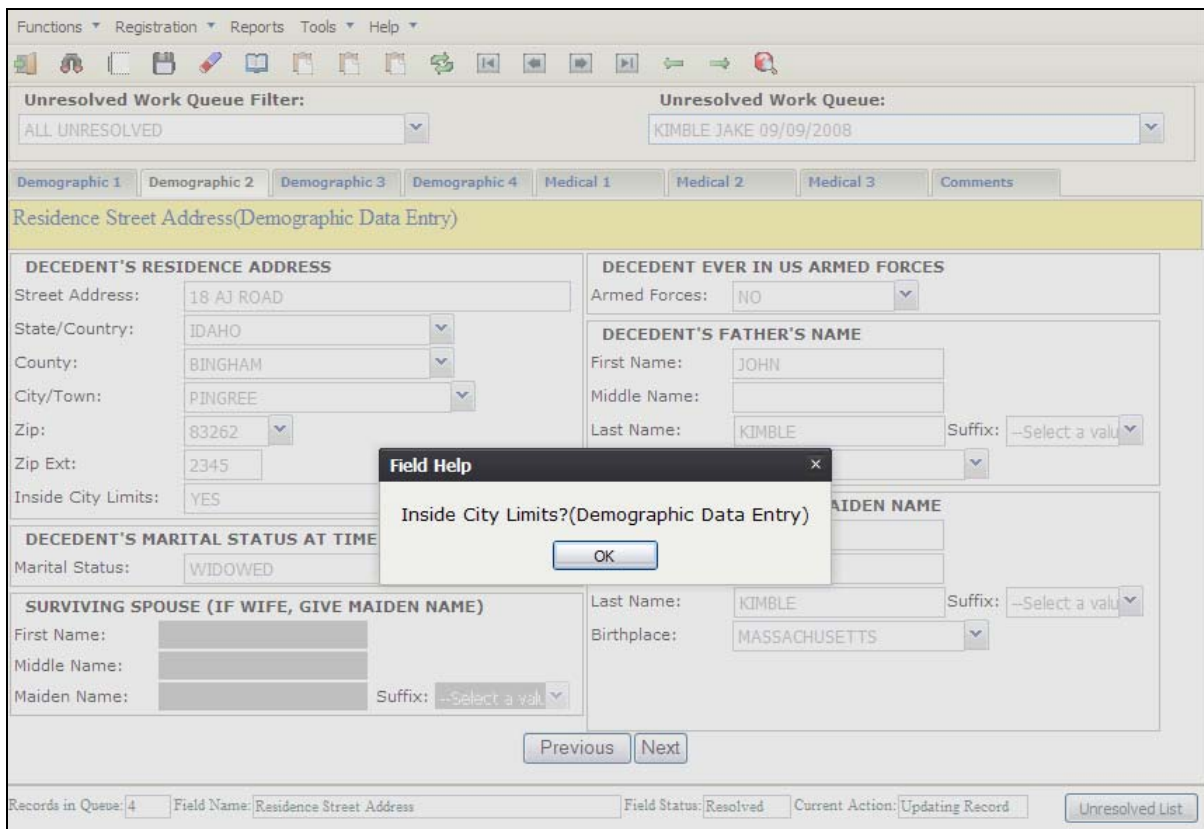
Field tip help text will be authored by the State using the provided utility. This text will appear between the data entry tabs and the data entry fields on each screen. The tip changes as a user tabs from one field to the next. The content is specific to a given field and is intended to provide definition or instruction regarding the completion of that item.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>12 of 208</b>


### 3.2.2. Field Level Help


Field level help is additional text authored by the State and associated with each field. The user can access this help text for a given field by ‘clicking’ on the label associated with the field on the screen. This will cause a popup message to appear containing the field level help text.



The screenshot displays the 'Idaho Web Death Module' software interface. At the top, there is a menu bar with 'Functions', 'Registration', 'Reports', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections. On the left, there is a 'Demographic 1' tab selected, showing fields for 'Residence Street Address (Demographic Data Entry)'. The fields include 'Street Address' (18 AJ ROAD), 'State/Country' (IDAHO), 'County' (BINGHAM), 'City/Town' (PINGREE), 'Zip' (83262), 'Zip Ext' (2345), and 'Inside City Limits' (YES). On the right, there is a 'Medical 1' tab selected, showing fields for 'DECEDENT'S RESIDENCE ADDRESS', 'DECEDENT EVER IN US ARMED FORCES', 'DECEDENT'S FATHER'S NAME', and 'DECEDENT'S MARITAL STATUS AT TIME'. The 'DECEDENT'S MARITAL STATUS AT TIME' field is set to 'WIDOWED'. A 'Field Help' popup window is open over the 'Inside City Limits' field, displaying the text 'Inside City Limits?(Demographic Data Entry)' and an 'OK' button. At the bottom of the interface, there is a status bar showing 'Records in Queue: 4', 'Field Name: Residence Street Address', 'Field Status: Resolved', 'Current Action: Updating Record', and an 'Unresolved List' button.

### 3.2.3. System Level Help

A link to system level help will be available on each page. This will hyperlink the user to HTML help for the system which provides an index and search feature to locate any desired help topic. To access System Level Help, select the **Help/Help** menu item or click on the 'Help' icon .


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>13 of 208</b>

### 3.2.4. Module Level Help

Module level help refers to a link that will access a specific topic within the system level help structure that relates to the functional area that the user is presently in.

### 3.2.5. About Idaho Web Death

About Idaho Web Death details system information regarding the current version of the Idaho Web Death Module. To access this option select the **Help/About** menu item.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>14 of 208</b>	

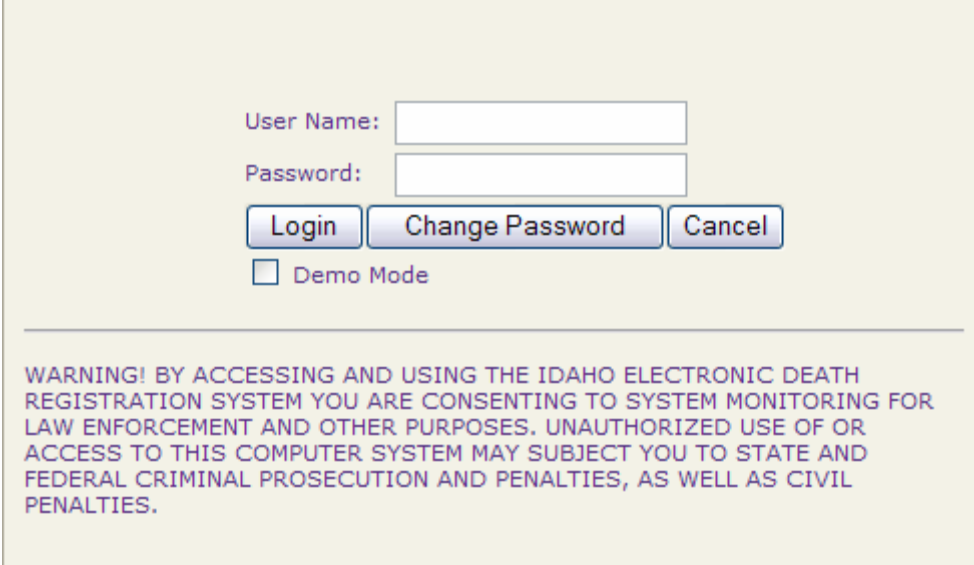
### 3.3. Login – System Access


Prior to making any attempts to access the Idaho Web Death Module, please verify that you have access to the following requirements:

- ✓ Live Internet connection
- ✓ Widely used standard web browser (preferably Internet Explorer)

**If one or more requirements are missing, the Idaho Web Death Module will NOT be accessible and/or will NOT function properly.** Please follow the instructions below once you have verified that all requirements are met as specified above.

1. Access the Idaho Web Death Module on the web:
  - a. Open your web browser (i.e. Internet Explorer, Netscape Navigator, etc.) to establish a live internet connection.
  - b. Type the application address in the URL box or select from Favorites. (You can acquire the URL from an administrator.)
  - c. Login screen will be displayed:



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>15 of 208</b>	

2. Login to the Idaho Web Death Module

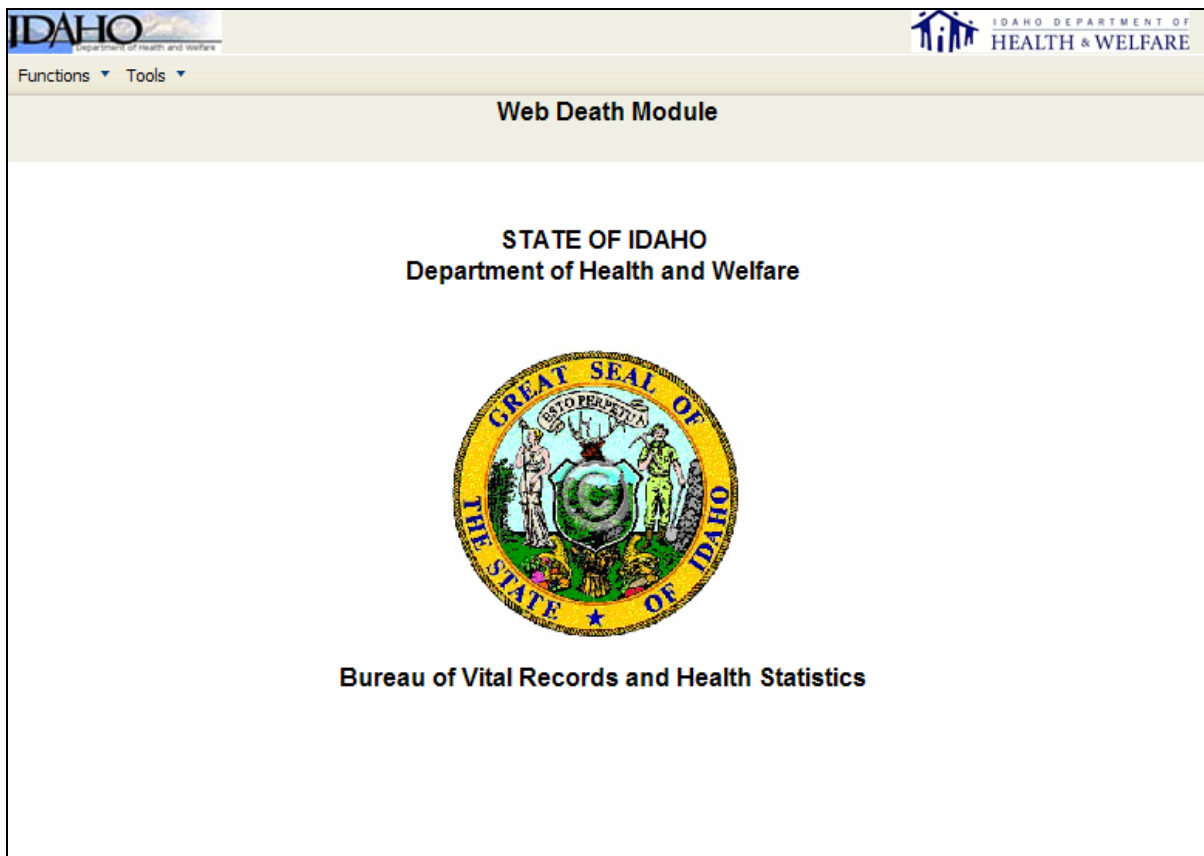
- a. Enter your username and password in the fields provided.
- b. Click on the **‘Login’** button.


3. If you work at multiple physical locations, the Location screen will be displayed:

Location :

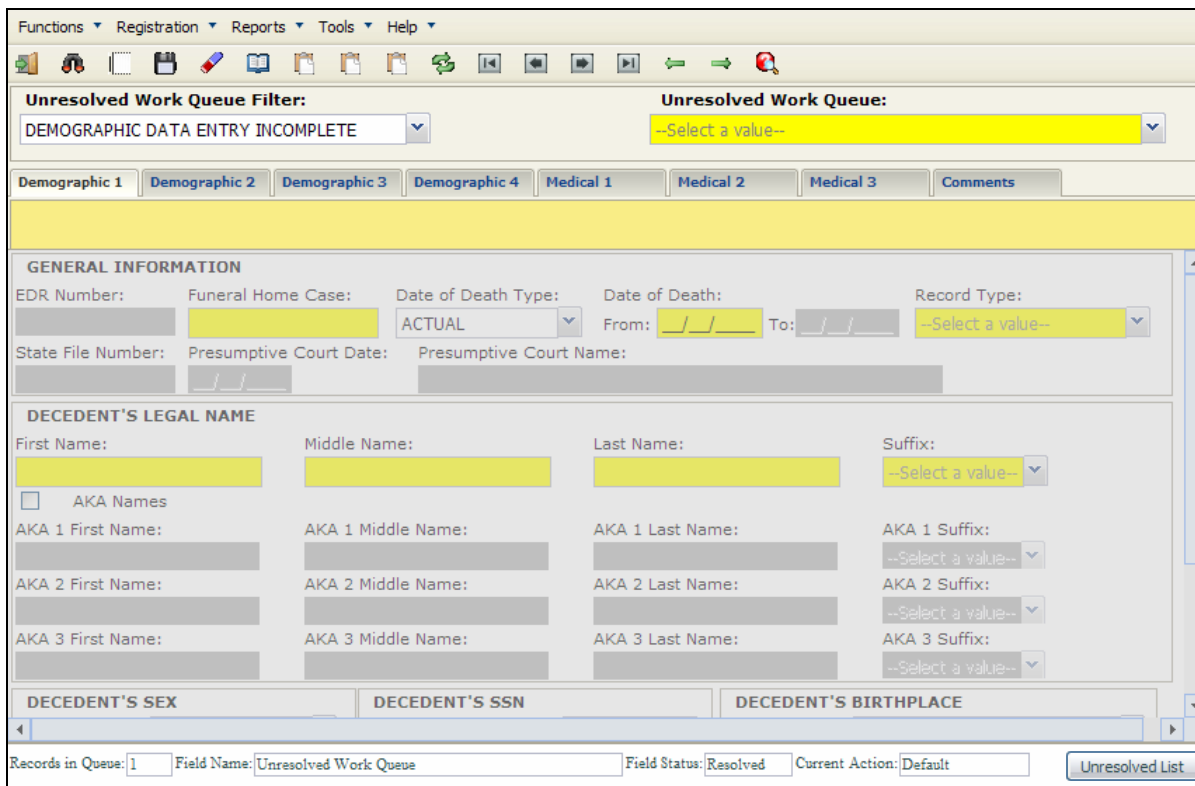
- a. Select the appropriate facility from the available choices in the drop-down list.  
NOTE: the facility selected will impact the records you have access to while logged in. Please choose carefully.
- b. Click **‘OK’**.

4. The main menu of the Idaho Web Death Module will be displayed:



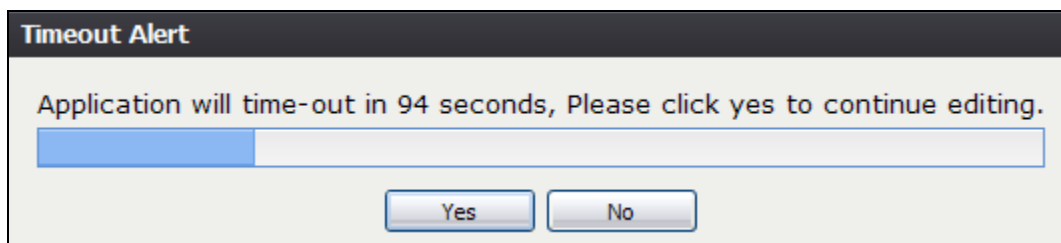
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>16 of 208</b>

5. Select the **Functions/Demographic Data Entry** menu item to access the Demographic Data Entry and Verification screens.




### 3.3.1. Session Time-Outs

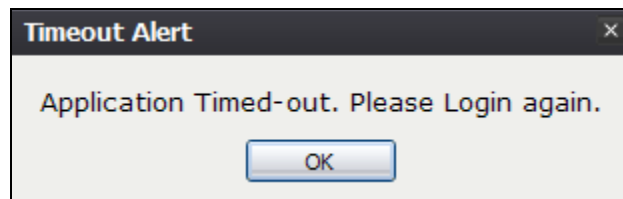
If the system has not detected a 'business transaction' (save a record, search for a record, login) within 20 minutes, the session will 'time-out' and you will not receive further responses from the system. The following 'Timeout Alert' will appear 2 minutes before the application is due to time out.





	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>17 of 208</b>	

If the system appears to stop responding (no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.) it is likely that a session time-out has occurred and a warning will alert you.

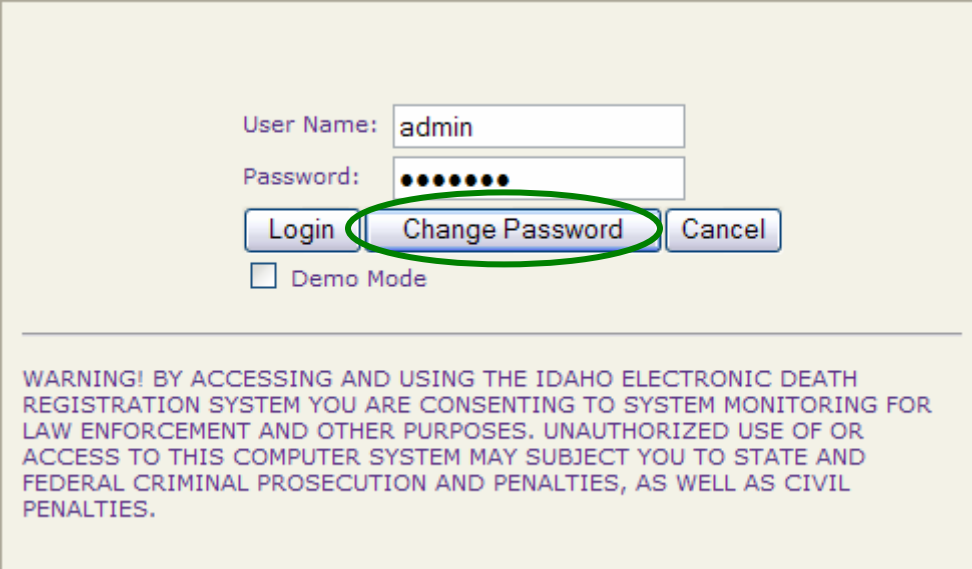


To recover from a session time-out, exit and re-login to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be using the application for a time you should close it and then login again when you need to.

### 3.3.2. About Passwords

User passwords expire at specified intervals. When this happens, the user will be alerted when an attempt is made to login with an old password. A user may also change their password at any time by clicking on the 'Change Password' button located on the Login screen. To change your password:

1. Enter your User Name and Password on the Login Screen and click the '**Change Password**' button.




User Name:

Password:

☐ Demo Mode

---

WARNING! BY ACCESSING AND USING THE IDAHO ELECTRONIC DEATH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>18 of 208</b>	

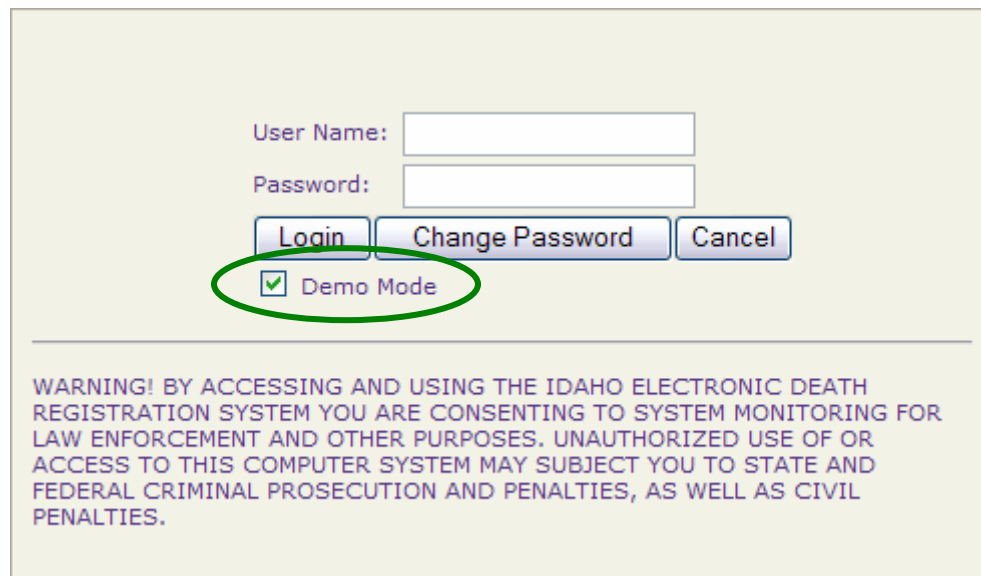
2. On the following screen, enter your New Password and confirm it. Click the 'OK' button to activate the new password and log in.




A dialog box titled "Change Password" with a dark header. It contains three text input fields: "User ID" (with "admin" entered), "New Password", and "Confirm Password". The "New Password" and "Confirm Password" fields are grouped together and highlighted with a green rectangular border. At the bottom are two buttons: "OK" and "CANCEL".

### 3.3.3. About Demo Mode

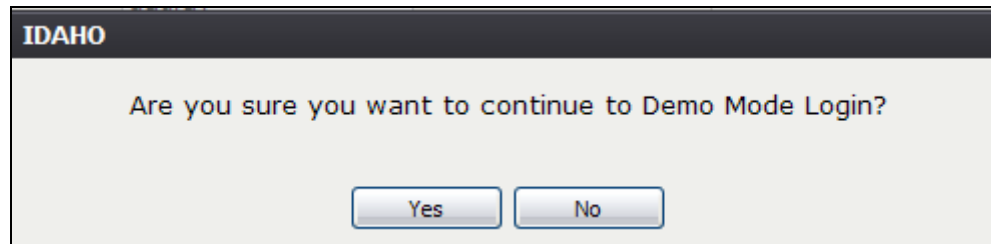
The Idaho Web Death Module supports a training mode that allows new users to train on the system without adding or altering data in the central registry. All transactions executed while in demo mode will be stored in a different database reserved for training.



A login screen with a light beige background. It features two text input fields labeled "User Name:" and "Password:". Below these are three buttons: "Login", "Change Password", and "Cancel". A checkbox labeled "Demo Mode" is checked and circled with a green oval. At the bottom, a warning message is displayed in purple text: "WARNING! BY ACCESSING AND USING THE IDAHO ELECTRONIC DEATH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES."

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>19 of 208</b>


1. Login to Demo Mode by entering your user name and password and clicking on the check box next to 'Demo Mode' on the Login Screen.
2. The system will verify if you wish to continue with 'Demo Mode' login.



3. Click '**No**' to cancel Demo Mode login. If you click '**Yes**' you will login to 'Demo Mode'.

Logging in under demo mode will direct all database transactions to a demo database rather than to the production database. The system administrator can login under Demo Mode to create user profiles for training purposes. For example, the system administrator may create a user name 'DEATHDEMO' with a password 'DEMO123'. This will allow users at any level to work through the exercises suggested in this User Manual.

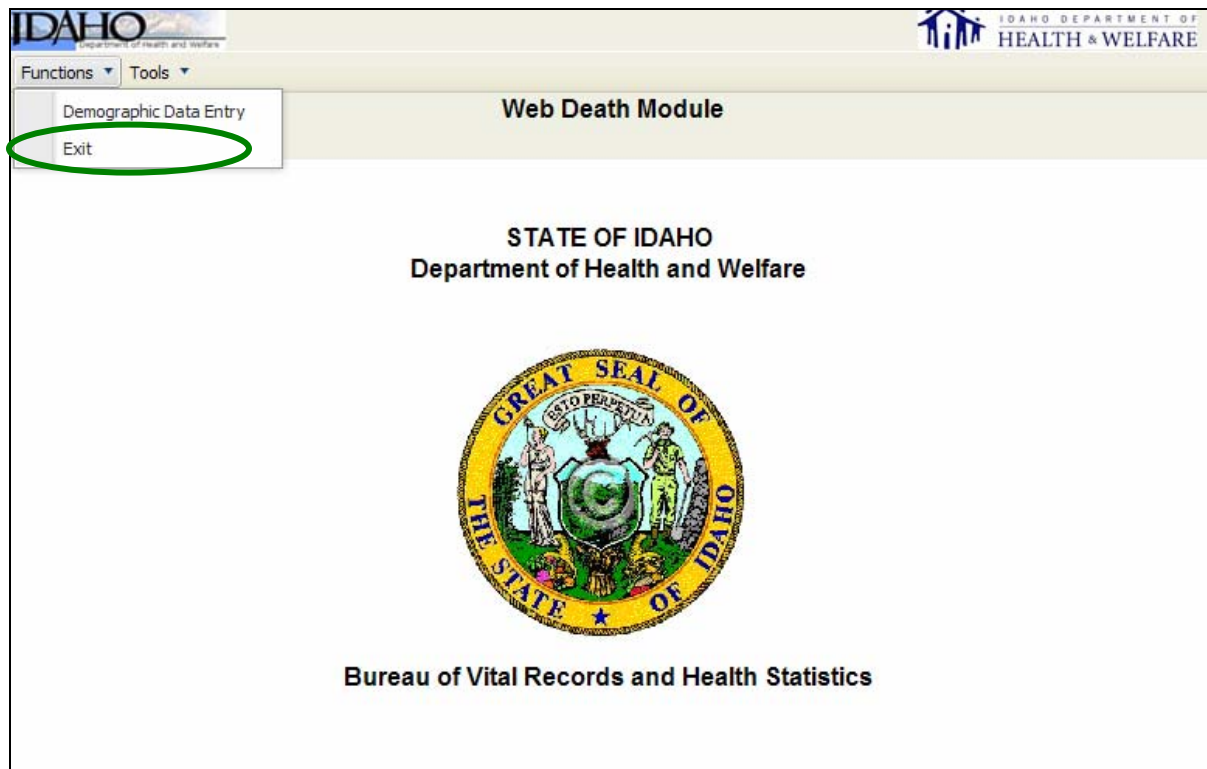


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>21 of 208</b>	


### 3.4. Log Out – Exit the System

Exit or log out of the Idaho Web Death Module using one of the following methods:

1. From the Idaho Web Death Main Menu, select the **Functions/Exit** menu item to log-out.
- ✓ **NOTE:** although closing the browser by clicking on the **[X]** (close window option) located in the upper right hand corner of the screen will close the application it is recommended that you exit by using the 'Exit' menu option instead. This will insure that your session is also closed and prevent possible problems when you try to login again.





	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>23 of 208</b>	

## 3.5. Navigation, Data Entry and Tool Tips

This section describes functions that enable access to and allow data entry in the Demographic Data Entry screen.

### 3.5.1. Using the Mouse

Users can use the mouse to navigate within the Idaho Web Death Module. Click on the various items (hyperlinked text and/or icons) on the menu to perform functions related to demographic data entry and verification. The mouse can also be used to navigate from one field to another during data entry. This is not the most efficient means of navigation, however, and it is recommended that you navigate using the keyboard as much as possible.

### 3.5.2. Using the Keyboard (AllBoard©)

The following keys allow for easy navigation through the screens in the Idaho Web Death Module without using the mouse:


**TAB:** The 'Tab' key is the Windows standard for moving from one control field to another. A control refers to anything on the screen that either accepts user input or enables action. When you are 'on' a control, the control is said to 'have focus'. A flashing cursor, orange background and in some cases, a frame will indicate where focus is located. You can also change focus by clicking on another control with the left mouse button.



**SHIFT + Tab:** Holding down the shift key and pressing Tab simply reverses the 'TAB order' and moves focus back to the previous control.

**ENTER:** The 'Enter' key typically means 'Execute'. It is the equivalent of clicking the left mouse button. If a control has focus and the Enter key is pressed, whatever action is associated with that control will be initiated.

**Left/Right/Up/Down Arrows:** These keys are used to navigate within a field or within a 'pick list'. Within a field, the left and right arrows will move the cursor back and forth to let you change a specific letter, etc. The backspace and delete keys also

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>24 of 208</b>

operate within a field to allow editing. Within a drop down list (pick list), the Up and Down arrows can be used to navigate through the list. The 'PgUp' and 'PgDn' keys can also be used. In a drop down list, once you have selected the choice you want (highlighted) by placing focus on it with the arrow keys, pressing Tab will accept the selected choice and move focus to the next field.

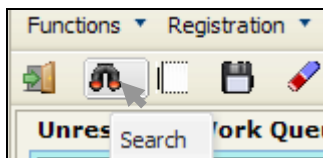
**Down Arrow:** This key has significance for a special type of field referred to as a 'Drop-Down Box'. It is also known as a 'Combo Box' or 'Pick List'. The small arrow pointer (drop down arrow) on the right hand side of the field indicates that a list is available for you to select from. You may also click on the drop down arrow to cause the list to open and then use the mouse to scroll through and select a choice. If you prefer to keep your hands on the keyboard, you can press the 'Down Arrow' on the keyboard to open the list. Use the Down and Up arrows to navigate through the list.

**Minds Eye (Type Ahead Logic):** Type Ahead Logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop down box. This feature enables the user to begin typing and the list will filter according to what the user types. In the 'State' lists users can also type the two character standard abbreviation such as 'OK' or 'OH' or 'NJ' to immediately focus on the correct choice.

**Space Bar:** This key can be used to toggle a checkbox item ON or OFF.

### 3.5.3. Using Tool Tips


Tool Tips are a helpful feature of the Idaho Web Death Module that display information revealing an icon's function. To activate this feature, simply hover the mouse over the icon to display the tool tip.




















### 3.5.4. Registration Toolbar

The toolbar within Registration provides quick and easy access to the most commonly used commands. Click on any of the icons below to execute the associated actions:




	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>25 of 208</b>

Icon	Registration Function
	Exit the Application
	Find Records
	Create a New Record
	Save the Current Record
	Cancel Changes
	Designate Medical Certifier
	Demographic Verification
	Relinquish
	Response to Query
	Refresh Filter Queue
	First Record from Work Queue
	Previous Record from Work Queue
	Next Record from Work Queue
	Last Record from Work Queue
	Previous Tab
	Next Tab
	Help

### 3.5.5. Visual Cueing (Viz-e-Q©)

The Visual Cueing feature of the Idaho Web Death Module provides users with color-coded field cues to indicate the status of each data field.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>26 of 208</b>

## VISUAL CUEING

State File Number:	First Name:	Middle Name:	Last Name:
<div style="background-color: grey; width: 100px; height: 15px;"></div>	<div style="background-color: lightblue; width: 150px; height: 15px;"></div>	<div style="background-color: yellow; width: 150px; height: 15px;"></div>	<div style="border: 1px solid black; padding: 2px;">DEWITT</div>
↓	↓	↓	↓
<b>Disabled</b>	<b>Field in Focus</b>	<b>Unresolved</b>	<b>Resolved</b>

**Grey** field signifies a Disabled Field. Data in this field has been accepted or automatically generated by the system and cannot be modified. Also, once the record had been completed and released all fields will appear this way signifying that data entry was complete and the record has been accepted for filing.

**Blue** field indicates the field has Focus, or an active field where the data entry can currently take place. If you start typing, this is the field that will take your input. Click on an Unresolved (yellow) or resolved (white) field to activate it.

**Yellow** field indicates an Unresolved Field. This color is the system's way of indicating that it requires a response before data entry can be considered complete (resolved). This color also indicates that an entry can be made in those fields.


**White** field signifies a Resolved Field. Data entry for this field has been initially checked and accepted by the system. All fields where data entry is available must be in the 'resolved' status saved you can release the record.

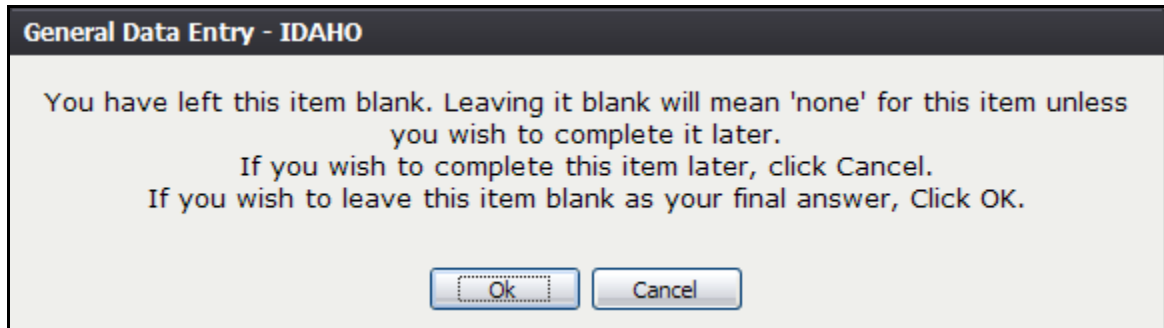
### 3.5.6. Edit Checks (Fast-Fire©)

#### Soft Check

Many data fields 'anticipate' that the first time a user sets focus on them (uses 'Tab' to advance to the field or uses the left mouse button to click on the item) an entry will be made in that field.

If no entries are made in a field and user shifts focus to another field, the application will query the user as follows:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>27 of 208</b>	



1. If you click **‘OK’**:

The system will resolve the field even though it is blank (indicating that you do not need to complete it later).

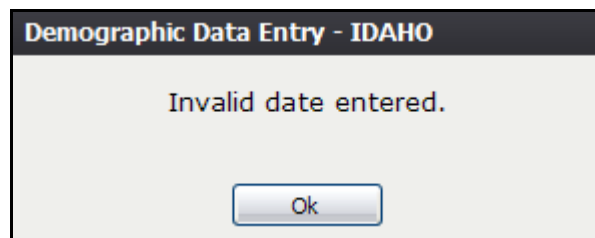
*OR*

The system will leave the field unresolved in which case you will need to resolve the field before Demographic Data Entry can be deemed complete.

2. If you click **‘Cancel’**, the system will keep the field unresolved. This prevents the record from being electronically filed until that item is completed.

### Hard Check


The user will be issued a warning when the data entered is outside acceptable extremes and the value entered will not be accepted. For example if a user enters the value 01/01/1700 in the Date of Birth field, the system will not accept this value and will display the following message.



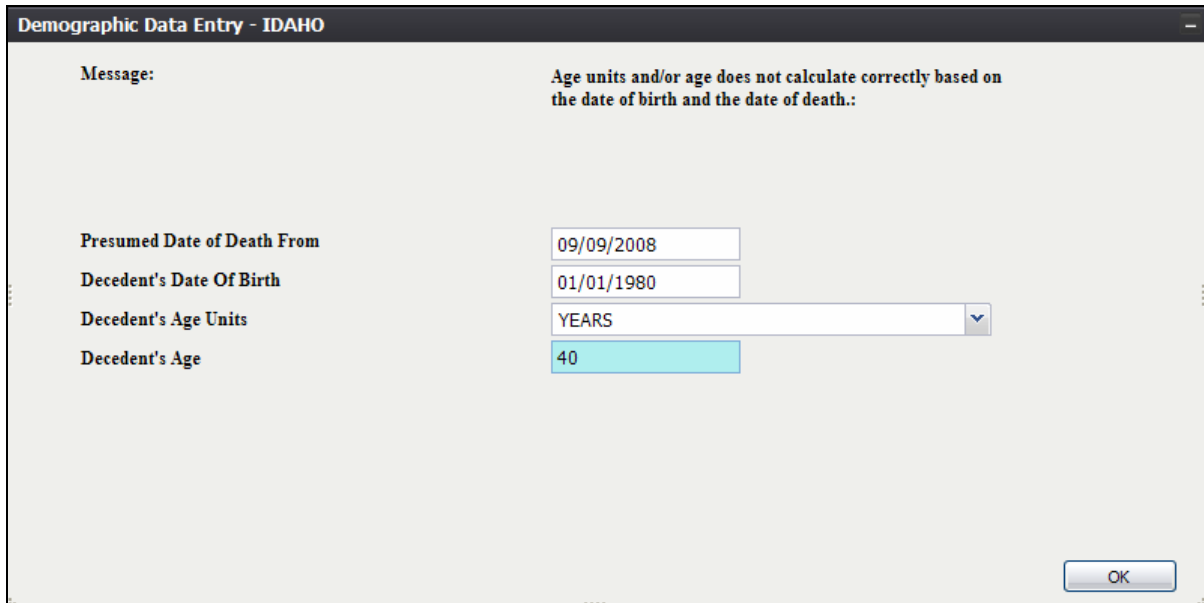
1. Click **‘OK’** and enter an acceptable value in the field in question.

### Cross Check

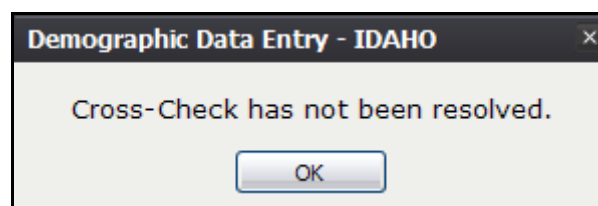
A crosscheck compares values entered in two or more fields, and then determines whether the values in the fields are consistent with one another. If the fields are not consistent, the crosscheck allows for the involved fields to be reviewed and edited.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>28 of 208</b>

**Hard Cross Check** – A hard crosscheck is one for which the system will require the user to change the value entered in at least one of the data entry fields responsible for triggering the crosscheck. For example, if the age entered is inconsistent with the date of birth and date of death entries, the system will display a prompt indicating that the calculated age does not match the data entered value.




1. If you click '**OK**' without resolving the crosscheck, the following message will be displayed:



2. To resolve the crosscheck, enter the correct value in the Presumed Date of Death, Age, Date of Birth or Age Units field(s) and click '**OK**'.

**Soft Cross Check** – A soft crosscheck is one for which the system will NOT require the user to change the values entered in any of the data entry fields responsible for triggering the crosscheck, but will verify if the entered values are accurate. For example, if the age entered is inconsistent with the Decedent's Education, the system will display a prompt indicating that the reported age is not consistent with the decedent's education.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>29 of 208</b>

**Demographic Data Entry - IDAHO**

**Message:** Decedents education is not consistent with his/her reported age. Please review and correct as needed.

Presumed Date of Death From: 10/10/2008

Decedent's Date Of Birth: 02/02/2007

Decedent's Education: BACHELOR'S DEGREE

**OK**


1. If you click '**OK**' without resolving the crosscheck, the following message will be displayed:

**Demographic Data Entry - IDAHO**

These values are outside of the normal range. Are you sure they are correct?

**Yes** **No**

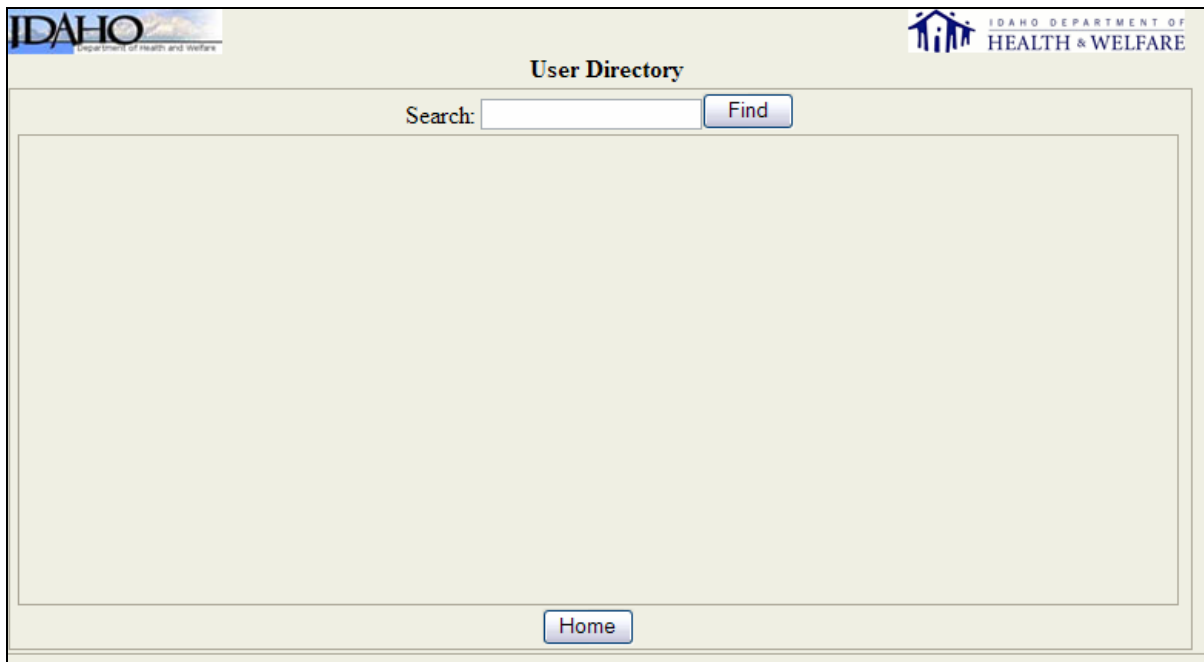
2. Click '**Yes**' to verify the information entered. Click '**No**' to return to the crosscheck screen and make any required changes. If you made changes, click '**OK**' to return to demographic data entry.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>30 of 208</b>	


### 3.6. User Directory

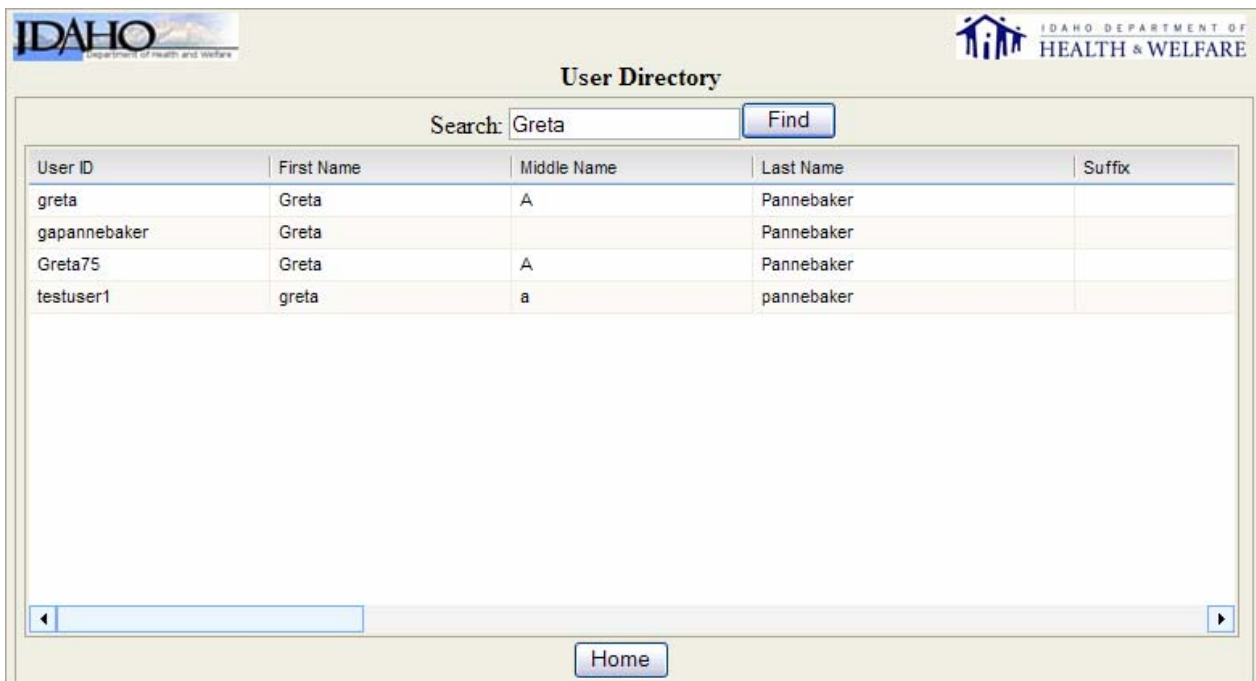
The user directory feature provides a means to search for and display information regarding any user enrolled in the system security table. The user may enter a full or partial first name and/or a full or partial last name and the system will return a list of all users that match on the provided information.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Tools/Utilities/User Directory** menu item. This will open the user directory search screen.



3. Type the User Name of the user whose information you are trying to access and press the '**Find**' button. The utility also supports a partial User Name search.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>31 of 208</b>



The screenshot shows the 'User Directory' interface. At the top, there are logos for 'IDAHO department of health and welfare' and 'IDAHO DEPARTMENT OF HEALTH & WELFARE'. Below the logos is a search bar with the text 'Search: Greta' and a 'Find' button. The search results are displayed in a table with the following columns: User ID, First Name, Middle Name, Last Name, and Suffix. The table contains four rows of data:

User ID	First Name	Middle Name	Last Name	Suffix
greta	Greta	A	Pannebaker	
gapannebaker	Greta		Pannebaker	
Greta75	Greta	A	Pannebaker	
testuser1	greta	a	pannebaker	

Below the table is a 'Home' button.


The screen returns the following information associated with each search result displayed in the grid:

- ✓ User ID
- ✓ First Name
- ✓ Middle Name
- ✓ Last Name
- ✓ Suffix
- ✓ Special Permissions
- ✓ Location Association
- ✓ Is Active (Active Status flag)
- ✓ Department
- ✓ Agency
- ✓ User Phone
- ✓ User Phone Extension
- ✓ User Email
- ✓ Method of Contact
- ✓ Alternate Phone
- ✓ Fax Number
- ✓ Local Registrar (Local Registrar Status flag)

4. To start a new user search, repeat step 3.
5. To exit from the User Directory screen, click on the '**Home**' button. You will be directed back to the Idaho Web Death Module's main menu screen.





	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>33 of 208</b>

### 3.7. Record Status Screen


This feature consists of a grid that displays death records associated with the current login location that are in some way not fully processed. The records will be initially sorted in the grid based on the date of death with the oldest appearing first. The process will also provide a 'Search' option to allow a user to search for any record they have access to in order to see the status indicators on that particular record.

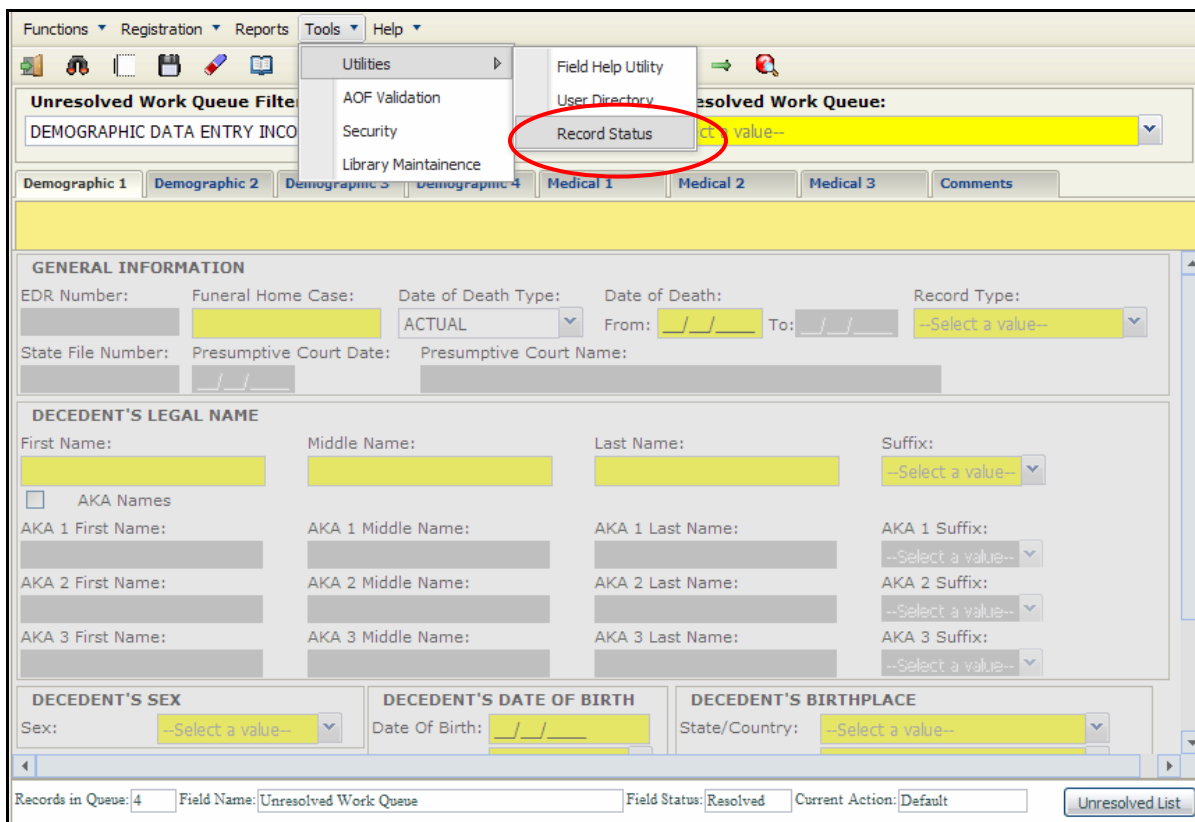
An indicator for each record will appear under each respective column to indicate 'True' or 'False' regarding the status of that record as it relates to the specific column.

Except when the 'Search' option is used to populate the grid with records that are specifically searched for, the grid will populate with the same records as would be contained in the location's work queue under the 'All Unresolved' filter.

This utility will serve as a mechanism for users to track the progress of an individual record and/or monitor records that need the attention of a different entity.


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. On the Demographic Data Entry and Verification screen, select the **Tools/Utilities/Record Status** menu item.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home</b> <b>Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>34 of 208</b>




The screenshot displays the Genesis Systems, Inc. software interface. The 'Utilities' menu is open, and the 'Record Status' option is highlighted with a red circle. The interface includes a top navigation bar with 'Functions', 'Registration', 'Reports', 'Tools', and 'Help'. Below this is a toolbar with various icons. The main area is divided into sections: 'Unresolved Work Queue Filter' (with a dropdown for 'DEMOGRAPHIC DATA ENTRY INCO'), 'Demographic' tabs (1-4), 'Medical' tabs (1-3), and 'Comments'. The 'GENERAL INFORMATION' section contains fields for EDR Number, Funeral Home Case, Date of Death Type (set to 'ACTUAL'), Date of Death (From/To), Record Type (set to '--Select a value--'), State File Number, Presumptive Court Date, and Presumptive Court Name. The 'DECEDENT'S LEGAL NAME' section includes fields for First Name, Middle Name, Last Name, Suffix, and AKA Names (AKA 1, 2, 3). The 'DECEDENT'S SEX' section has a dropdown for Sex (set to '--Select a value--'). The 'DECEDENT'S DATE OF BIRTH' section has a date field (set to '\_\_/\_\_/\_\_'). The 'DECEDENT'S BIRTHPLACE' section has a dropdown for State/Country (set to '--Select a value--'). At the bottom, there is a status bar showing 'Records in Queue: 4', 'Field Name: Unresolved Work Queue', 'Field Status: Resolved', 'Current Action: Default', and an 'Unresolved List' button.

This will open the record status screen shown below.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>35 of 208</b>





### Record Status

#### General Information

Date of Death:   
EDR Number:   
FH Case Number:   
Coroner Case Number:   
Certifier Type: --Select a value--  
Medical Certifier: --Select a value--  
  
Funeral Home: --Select a value--

#### Decedent Information

Last Name:   
First Name:   
Middle Name:   
Sex: --Select a value--  
Date of Birth:

#### Place Of Death

Type of Place: --Select a value--  
Place of Death Name: --Select a value--  
County of Occurrence: --Select a value--

#### Parent's Information

Mother's First Name:   
Mother's Maiden Last Name:   
Father's First Name:   
Father's Last Name:


Decedent Last Name	Decedent First Name	Decedent Middle Name	Decedent Suffix	Date of Death	Medical Certification Pending	Demograp
KIMBLE	JAKE			09/09/2008	False	False
DEWITT	JOYCE			09/09/2008	False	False
RABBIT	ROGER			09/09/2008	False	False
CLYDE	ROY			09/24/2008	False	False

Upon entering the function, the grid will pre-populate with all unresolved records that are associated with the user's entitlement rules. The status indicators will be as follows:


- ✓ Medical Certification Pending
- ✓ Demographic Verification Pending
- ✓ Supplemental Pending
- ✓ Coroner Referral Pending
- ✓ BTP not Printed
- ✓ Medical Query Pending
- ✓ Demographic Query Pending
- ✓ Cremation Authorization Pending

Individual records are identified by Last Name, First Name, Middle Name Suffix and Date of Death of the decedent.

3. To find a specific record without scrolling the list, enter identifying information in any of the fields displayed in the four frames on the search screen and click on the '**Search**' button. Clicking '**Clear**' will remove any information entered on the search screen.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>36 of 208</b>

4. To exit the Record Status screen, click '**Cancel**'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>37 of 208</b>	

### 3.8. Presumed Fields

Data items required to complete the entire death record fall under two distinct categories regarding who is responsible for them: The Funeral Home (Demographic) or the Medical Certifier's Office (Medical). Two separate processes exist (demographic data entry and medical data entry) to allow the respective entities to complete the applicable fields.

Functionality related to initiating a new record requires that any user who attempts to start a record must enter the same set of fields so the system can determine if the record has already been initiated by another participant. This need dictates that some fields need to be data entered by users who do not own those fields.

To address this, the system stores two versions of some of the data items that are involved in this initial matching process. One version of the fields is referred to as the 'Actual' and the other is referred to as the 'Presumed'.


In the Idaho configuration, although the distinction between demographic data and medical data still exists, the funeral home will have the ability to data enter both. Since this is the case, all data items that are keyed by users at Funeral Home locations will populate the 'Actual' fields.

**Note:** Although users at funeral homes will be able to data enter the medical fields from within the 'Demographic Data Entry' process, if the record is accessed and saved by a user at the applicable Medical Office, the Funeral Home will no longer have the ability to continue to edit the medical fields. At that point the Medical Office assumes ownership of the medical fields.

The need for 'Presumed' fields is therefore limited to those items that are technically 'owned' by the Funeral Home but need to be data entered by users at a Medical Office when they initiate a record. The following is the list of these fields:

- ✓ Decedent's Name
- ✓ Decedent's Social Security Number
- ✓ Date of Birth
- ✓ Gender

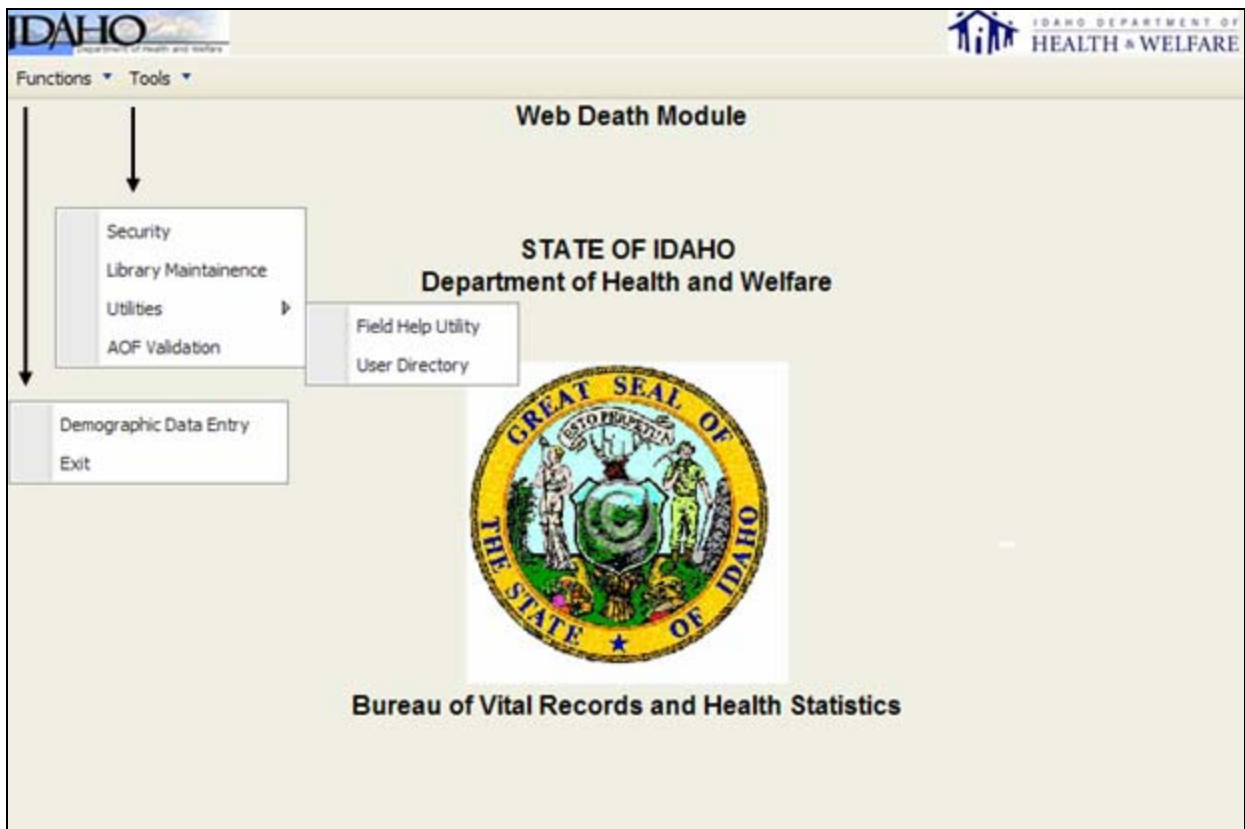
Values entered by the Funeral Home users for the above fields will be stored as 'Actual' values, will be the values that will print on any printed output and all other ways will be considered true values. Values for these fields entered by users within medical data entry will be stored as 'Presumed' values and will not be considered true values.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>38 of 208</b>

## 3.9. Menus and Screenshots

### 3.9.1. Idaho Web Death Main Menu

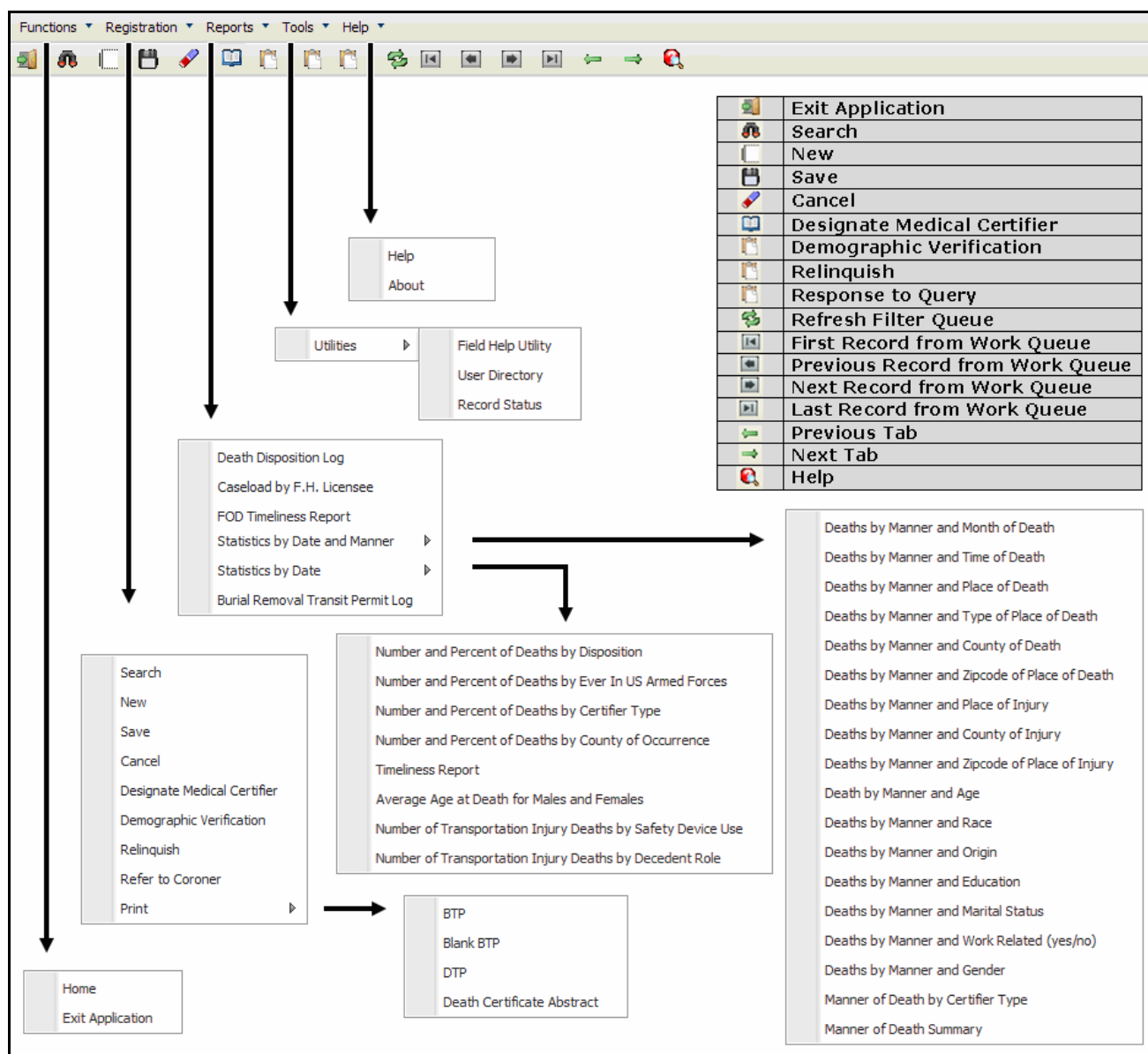
Once a user has successfully logged into the Idaho Web Death Module, the main menu will be displayed at the top of the screen. Clicking on an icon or menu item will allow users to perform functions related to Demographic Data Entry and Verification within the Idaho Web Death Module.




	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>39 of 208</b>	

### 3.9.2. Demographic Data Entry and Verification Menu

Once the user has successfully logged into the Idaho Web Death Module, the Demographic Data Entry and Verification menu can be accessed by selecting the **Functions/Demographic Data Entry** menu item.




	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>40 of 208</b>


### 3.9.3. Demographic Tab 1


Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾			
<b>Unresolved Work Queue Filter:</b> DEMOGRAPHIC DATA ENTRY INCOMPLETE ▾		<b>Unresolved Work Queue:</b> HILL DAVID 10/20/2008 ▾	
Demographic 1	Demographic 2	Demographic 3	Demographic 4
Medical 1	Medical 2	Medical 3	Comments
Funeral Home Case Number(Demographic Data Entry)			
<b>GENERAL INFORMATION</b> EDR Number: 000000001305 Funeral Home Case: Date of Death Type: ACTUAL ▾ Date of Death: From: 10/20/2008 To: Record Type: IDENTIFIED ▾ State File Number: Presumptive Court Date: Presumptive Court Name:			
<b>DECEDENT'S LEGAL NAME</b> First Name: DAVID Middle Name: Last Name: HILL Suffix: --Select a value-- ▾ <input type="checkbox"/> AKA Names AKA 1 First Name: AKA 1 Middle Name: AKA 1 Last Name: AKA 1 Suffix: --Select a value-- ▾ AKA 2 First Name: AKA 2 Middle Name: AKA 2 Last Name: AKA 2 Suffix: --Select a value-- ▾ AKA 3 First Name: AKA 3 Middle Name: AKA 3 Last Name: AKA 3 Suffix: --Select a value-- ▾			
<b>DECEDENT'S SEX</b> Sex: MALE ▾		<b>DECEDENT'S SSN</b> SSN: 907-29-0797 SSN Verification Status: <input type="button" value="Check SSN"/>	
<b>DECEDENT'S DATE OF BIRTH</b> Date Of Birth: 01/01/1970 Age Units: --Select a value-- ▾ Age:		<b>DECEDENT'S BIRTHPLACE</b> State/Country: --Select a value-- ▾ City Of Birth: --Select a value-- ▾	
<div>Previous</div> <div>Next</div>			
Records in Queue: 2 Field Name: Funeral Home Case Field Status: Resolved Current Action: Updating Record <input type="button" value="Unresolved List"/>			



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>41 of 208</b>

### 3.9.4. Demographic Tab 2

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾	
	
<b>Unresolved Work Queue Filter:</b> ALL UNRESOLVED ▾	<b>Unresolved Work Queue:</b> KIMBLE JAKE 09/09/2008 ▾
Demographic 1   Demographic 2   Demographic 3   Demographic 4   Medical 1   Medical 2   Medical 3   Comments	
Residence Street Address(Demographic Data Entry)	
<b>DECEDENT'S RESIDENCE ADDRESS</b> Street Address: 18 AJ ROAD State/Country: IDAHO ▾ County: BINGHAM ▾ City/Town: PINGREE ▾ Zip: 83262 ▾ Zip Ext: 2345 Inside City Limits: YES ▾	<b>DECEDENT EVER IN US ARMED FORCES</b> Armed Forces: NO ▾ <b>DECEDENT'S FATHER'S NAME</b> First Name: JOHN Middle Name: Last Name: KIMBLE Suffix: --Select a value ▾ Birthplace: MARYLAND ▾ <b>DECEDENT'S MOTHER'S MAIDEN NAME</b> First Name: JANE Middle Name: Last Name: KIMBLE Suffix: --Select a value ▾ Birthplace: MASSACHUSETTS ▾
<b>DECEDENT'S MARITAL STATUS AT TIME OF DEATH</b> Marital Status: WIDOWED ▾ <b>SURVIVING SPOUSE (IF WIFE, GIVE MAIDEN NAME)</b> First Name: Middle Name: Maiden Name: Suffix: --Select a value ▾	
<div>Previous</div> <div>Next</div>	
Records in Queue: 4 Field Name: Residence Street Address Field Status: Resolved Current Action: Updating Record <div>Unresolved List</div>	

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>42 of 208</b>

### 3.9.5. Demographic Tab 3

Functions
Registration
Reports
Tools
Help

Unresolved Work Queue Filter: DEMOGRAPHIC DATA ENTRY INCOMPLETE
Unresolved Work Queue: HILL DAVID 10/20/2008

Demographic 1
Demographic 2
Demographic 3
Demographic 4
Medical 1
Medical 2
Medical 3
Comments

Informant's First Name(Demographic Data Entry)

**INFORMANT'S NAME**  
First Name:   
Middle Name:   
Last Name:   
Suffix:

**INFORMANT'S RELATIONSHIP TO DECEDENT**  
Relationship:


**INFORMANT'S MAILING ADDRESS**  
Street Address:   
Apt:   
State/Country:   
City/Town:   
Zip:   
Zip Ext:

**METHOD OF DISPOSITION**  
Method:   
(Specify):

**PLACE OF DISPOSITION**  
Place of Disposition Type:   
Search  
Place of Disposition  
(Name and Address of Cemetery, Crematory, Other Place):   
Address:   
State/Country:   
City/Town:   
Latitude/Longitude:   
Zip:   
Zip Ext:


Previous
Next

Records in Queue: 2
Field Name: Informant's First Name
Field Status: Unresolved
Current Action: Updating Record
Unresolved List

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>43 of 208</b>	

### 3.9.6. Demographic Tab 4

<b>Unresolved Work Queue Filter:</b> ALL UNRESOLVED		<b>Unresolved Work Queue:</b> KIMBLE JAKE 09/09/2008	
Demographic 1	Demographic 2	Demographic 3	Demographic 4
<b>Informant's First Name(Demographic Data Entry)</b>			
<b>NAME AND ADDRESS OF FUNERAL FACILITY</b> Coroner Office Filing: <input type="checkbox"/> Filing On Behalf Of: <input type="checkbox"/> Filing on Behalf: Facility Name: ACCENT FUNERAL HOME Address: 1303 NORTH MAIN STREET State/Country: IDAHO City/Town: MERIDIAN Zip: 83642 Zip Ext: Additional Funeral Service Provider:		<b>DECEDENT'S EDUCATION</b> ASSOCIATE DEGREE <b>DECEDENT OF HISPANIC ORIGIN</b> <input checked="" type="checkbox"/> No, not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, other Spanish/Hispanic/Latino (Specify) <input type="checkbox"/> Unknown	
<b>FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH</b> HOWELL ,THOMAS J. License Number: M0803		<b>DECEDENT'S RACE</b> <input checked="" type="checkbox"/> White <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Japanese <input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribe) <input type="checkbox"/> Vietnamese <input type="checkbox"/> Chinese <input type="checkbox"/> Other Asian (Specify) <input type="checkbox"/> Unknown	
<b>WAS CORONER CONTACTED DUE TO CAUSE OF DEATH</b> Coroner Contacted: YES		<input type="checkbox"/> Filipino <input type="checkbox"/> Black or African American <input type="checkbox"/> Samoan <input type="checkbox"/> Korean <input type="checkbox"/> Other Pacific Islander (Specify) <input type="checkbox"/> Asian Indian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other (Specify)	
<b>DECEDENT'S USUAL OCCUPATION INFORMATION</b> Decedent's usual occupation: SALESMAN Kind of Business/Industry: ELECTRONICS		<input type="checkbox"/> Unknown	
Previous Next			
Records in Queue: 4 Field Name: Informant's First Name Field Status: Resolved Current Action: Updating Record Unresolved List			

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>44 of 208</b>	

### 3.9.7. Medical Tab 1

Functions ▾ Registration ▾ Reports Tools ▾ Help ▾

Unresolved Work Queue Filter: DEMOGRAPHIC DATA ENTRY INCOMPLETE ▾ Unresolved Work Queue: SANCHEZ JESSIE 10/10/2008 ▾

Demographic 1 Demographic 2 Demographic 3 Demographic 4 **Medical 1** Medical 2 Medical 3 Comments

Medical Record Number (Demographic Data Entry)

**GENERAL INFORMATION**

EDR Number: 000000001346 First Name: JESSIE Middle Name: Last Name: SANCHEZ Suffix: --Select a value-- ▾

Date Of Birth: 01/01/1800 SSN: 866-88-9899 Sex: MALE ▾ Medical Record Number: Coroner Case Number:

**CERTIFIER**

Certifier Type: --Select a value-- ▾

Search

Certifier Name: --Select a value-- ▾

Certifier Office Name:

Phone:

Fax:

E-Mail Address:

Preferred Method Of Contact:

License Number:

Address:

State/Country:

County:

City/Town:

Zip: Zip Ext:

Date Certifier Signed: / /

**PLACE OF DEATH**

Type of Place: HOSPITAL - INPATIENT ▾

Place Of Death: BEAR LAKE MEMORIAL HOSPITAL ▾

Street Address: 164 SOUTH FIFTH

Or

Latitude/Longitude:

State/Country: IDAHO ▾

County: BEAR LAKE ▾


City/Town: MONTPELIER ▾

Zip: 83254 ▾

Zip Ext:


Previous Next

Records in Queue: 1 Field Name: Medical Record Number Field Status: Unresolved Current Action: Updating Record Unresolved List

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>45 of 208</b>

### 3.9.8. Medical Tab 2

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾																			
<b>Unresolved Work Queue Filter:</b> DEMOGRAPHIC DATA ENTRY INCOMPLETE ▾		<b>Unresolved Work Queue:</b> SANCHEZ JESSIE 10/10/2008 ▾																	
Demographic 1	Demographic 2	Demographic 3	Demographic 4																
Medical 1	Medical 2	Medical 3	Comments																
<b>Medical Record Number (Demographic Data Entry)</b>																			
<b>DATE AND TIME OF DEATH</b> Date Of Death Type: ACTUAL ▾ Date Of Death From: 10/10/2008 To: ▾/▾/▾ Time Of Death Type: --Select a value-- ▾ Time Of Death From: ▾ AM/PM: --Select a value-- ▾ To: ▾ AM/PM: --Select a value-- ▾		<b>DATE AND TIME PRONOUNCED DEAD</b> Pronounced Date Type: --Select a value-- ▾ Date Pronounced Dead From: ▾/▾/▾ To: ▾/▾/▾ Time Pronounced Type: --Select a value-- ▾ Time Pronounced Dead From: ▾ AM/PM: --Select a value-- ▾ To: ▾ AM/PM: --Select a value-- ▾																	
<b>Cause Of Death - Part I</b> <input type="checkbox"/> Cause Of Death Is Pending Enter the <u>chain of events</u> - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:  <table border="0"> <tr> <td>a:</td> <td><input type="text"/></td> <td>Approximate Interval: Onset to Death</td> <td><input type="text"/></td> </tr> <tr> <td>b:</td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>c:</td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> <tr> <td>d:</td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> </table>				a:	<input type="text"/>	Approximate Interval: Onset to Death	<input type="text"/>	b:	<input type="text"/>		<input type="text"/>	c:	<input type="text"/>		<input type="text"/>	d:	<input type="text"/>		<input type="text"/>
a:	<input type="text"/>	Approximate Interval: Onset to Death	<input type="text"/>																
b:	<input type="text"/>		<input type="text"/>																
c:	<input type="text"/>		<input type="text"/>																
d:	<input type="text"/>		<input type="text"/>																
<b>Cause of Death - Part II : Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I</b> <input type="text"/>																			
<b>MANNER OF DEATH</b> Manner of death: --Select a value-- ▾		<b>AUTOPSY INFORMATION</b> Was an Autopsy Performed: --Select a val ▾ Were Autopsy Findings Available to Complete Cause of Death: --Select a val ▾																	
<b>DID TOBACCO USE CONTRIBUTE TO DEATH</b> Tobacco use contribute to death: --Select a val ▾		<b>IF FEMALE (AGED 10-54) PREGNANT</b> Pregnant: NOT APPLICABLE ▾																	
<div>Previous Next</div>																			
Records in Queue: 1 Field Name: Medical Record Number Field Status: Unresolved Current Action: Updating Record <span>Unresolved List</span>																			

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>46 of 208</b>	

### 3.9.9. Medical Tab 3

Functions ▾ Registration ▾ Reports Tools ▾ Help ▾

Unresolved Work Queue Filter: DEMOGRAPHIC DATA ENTRY INCOMPLETE

Unresolved Work Queue: SANCHEZ JESSIE 10/10/2008

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Medical 1 Medical 2 Medical 3 Comments

**Any Injury Information To Report (Demographic Data Entry)**

**DATE AND TIME OF INJURY**

Any Injury Information To Report: ▾

Injury Date Type: --Select a value-- ▾

Date Of Injury From: / / To: / /

Injury Time Type: --Select a value-- ▾

Injury Time From: : : AM/PM: --Select a value-- ▾

To: : : AM/PM: --Select a value-- ▾

**PLACE OF INJURY**

Place of Injury: ▾

Injury at Work: --Select a value-- ▾

Street Address: ▾

Apt: ▾

Latitude/Longitude: ▾

State/Country: --Select a value-- ▾

County: --Select a value-- ▾

City/Town: --Select a value-- ▾

Zip: --Select a value-- ▾

Zip Ext: ▾

**DESCRIBE HOW INJURY OCCURED. IF TRANSPORTATION INJURY, STATE THE TYPE(S) OF VEHICLES INVOLVED:**

Describe how injury occurred: ▾

**TRANSPORTATION INJURY INFORMATION**

Was injury related to a transportation accident: --Select a value-- ▾

If Transportation Injury, (Specify): --Select a value-- ▾

(Specify): ▾

**WHAT SAFETY DEVICE(S) DID DECEDENT USE/EMPLOY:**

☐ Seat Belt

☐ Child Safety Seat

☐ Helmet


☐ Air Bag

☐ None

☐ Unknown


Previous Next

Records in Queue: 1 Field Name: Any Injury Information To Report Field Status: Unresolved Current Action: Updating Record Unresolved List

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>47 of 208</b>

### 3.9.10. Comments Tab

Functions
Registration
Reports
Tools
Help



Unresolved Work Queue Filter:  
ALL UNRESOLVED

Unresolved Work Queue:  
KIMBLE JAKE 09/09/2008

Demographic 1
Demographic 2
Demographic 3
Demographic 4
Medical 1
Medical 2
Medical 3
Comments

Informant's First Name(Demographic Data Entry)

### COMMENTS

Enter any comments into the box below


Add Comments

Previous
Next

Records in Queue: 4
Field Name: Informant's First Name
Field Status: Resolved
Current Action: Updating Record
Unresolved List





	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>49 of 208</b>

## 4.0 DEMOGRAPHIC DATA ENTRY AND VERIFICATION FUNCTIONS

This section provides detailed information about the Idaho Web Death Module regarding functions related to Demographic Data Entry and Verification:

[Start a New Record / Pick-up an Existing Record](#)

[Search for a Record](#)

[Canceling Changes](#)

[Returning to the Main Menu](#)

[Unresolved Fields List](#)

[Demographic Data Entry Tips](#)

[SSN Verification](#)

[Designate a Medical Certifier](#)

[Coroner Referral](#)

[Print/Reprint Death Certification Worksheet](#)

[Proxy Medical Data Entry](#)

[Print full Death Abstract Form](#)

[Print BTP/Blank BTP](#)

[Demographic Verification](#)

[Medical Certification by Funeral Director](#)

[Respond to Query](#)


[Relinquish a Record](#)

[Reports](#)

[Medical Data Entry Tips](#)

Record completion and submission for further processing is accomplished when the Funeral Director enters his/her PIN to Demographically Verify the record. To complete a record, a Funeral Home will need to perform the following basic processes:


- Demographic Data Entry
- Request SSN Verification
- Medical Certifier Designation
- Demographic Verification

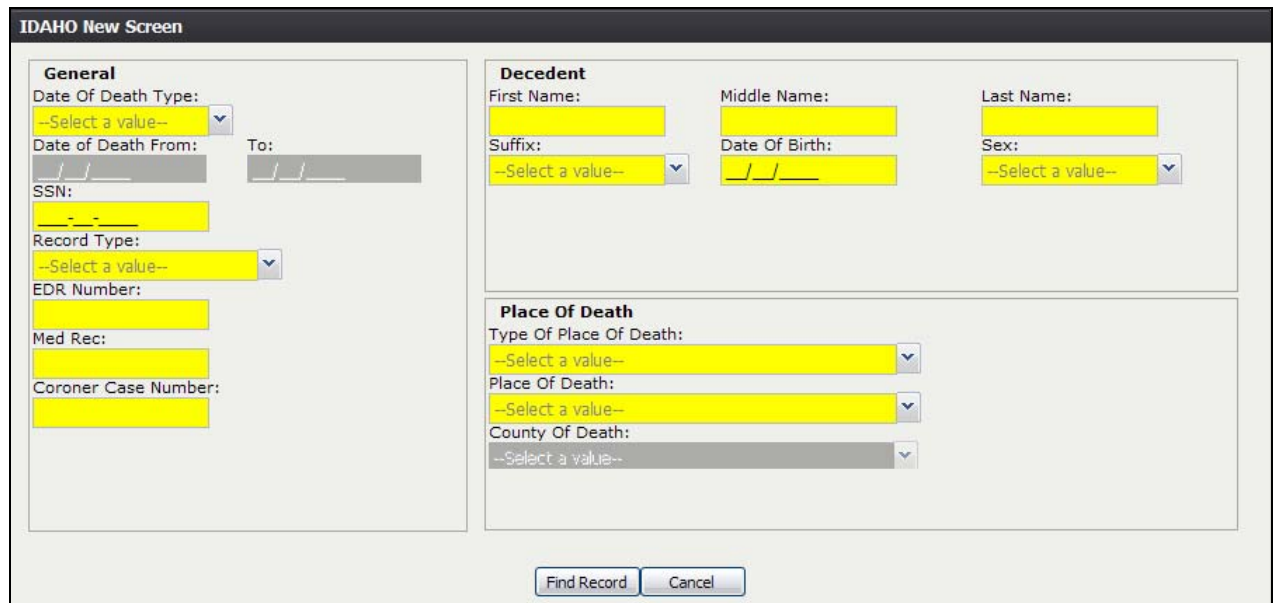
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>50 of 208</b>

Under certain circumstances, some of the other processes listed above will need to be performed by a Funeral Home. These circumstances and subsequently performed processes will be discussed in this section.

## 4.1. Start a New Record / Pick-up an Existing Record


The **NEW Record** function allows authorized users to create/initiate or pick-up a death record within the Idaho Web Death Module. Users will be able to start new records or retrieve records that are already in the system so that demographic data-entry and verification may be performed. These records include those that medical data-entry users and/or certifiers already initiated in the Idaho Web Death Module.

1. Login to the Idaho Web Death Module following [Login – System Access](#) instructions.
2. Click on the '**New**' icon  or select the **Registration/New** menu item to initiate a new death record.
3. The New record screen will appear:




The screenshot shows the 'IDAHO New Screen' form. It is divided into two main sections: 'General' and 'Decedent'. The 'General' section includes fields for 'Date Of Death Type' (a dropdown menu), 'Date of Death From' and 'To' (date pickers), 'SSN' (a text field), 'Record Type' (a dropdown menu), 'EDR Number' (a text field), 'Med Rec' (a text field), and 'Coroner Case Number' (a text field). The 'Decedent' section includes fields for 'First Name', 'Middle Name', and 'Last Name' (text fields), 'Suffix' (a dropdown menu), 'Date Of Birth' (a date picker), and 'Sex' (a dropdown menu). Below these is the 'Place Of Death' section, which includes 'Type Of Place Of Death', 'Place Of Death', and 'County Of Death' (all dropdown menus). At the bottom of the form are 'Find Record' and 'Cancel' buttons.

4. Enter all available information about the decedent in the following fields:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>51 of 208</b>

	Field Name	User Action
	<b>General Frame</b>	
	Date of Death Type	Select Date of Death Type from drop down list with following options: ✓ <i>Actual</i> ✓ <i>Estimated</i>
<b>M</b>	Date of Death	Enter Date(s) (If Date of Death Type selected is <i>Actual</i> only the Date of Death From field will become enabled. If Date of Death Type selected is <i>Estimated</i> , both Date of Death From and To will become enabled)
<b>K</b>	SSN (Social Security Number)	Enter Number
<b>M</b>	Record Type	Select Record Type from drop-down list with following options: ✓ <i>Identified</i> ✓ <i>Unidentified</i> (If this option is selected, either the Coroner's Case Number or the EDR Number must be provided as a Key field) ✓ <i>Special Circumstances</i> (Option available in list ONLY if login location is State Office or LHD)
<b>K</b>	EDR Number	Enter Number
<b>K</b>	Med Rec Number	Enter Number (If this number is entered as a Key field, County of Death must be provided)
<b>K</b>	Coroner Case Number	Enter Number (If this number is entered as a Key field, County of Death must be provided)
	<b>Decedent Frame</b>	
	First Name	Enter Text
	Middle Name	Enter Text
<b>M</b>	Last Name	Enter Text (If Record Type is <i>Unidentified</i> , 'Unknown' will be entered in this field)
	Suffix	Select one from the drop-down list
	Date of Birth	Enter Date
<b>M</b>	Gender	Select one from the drop-down list
	<b>Place of Death</b>	
	Type of Place of Death	Select one from the drop-down list

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>52 of 208</b>

	Field name	User Action
	Place of Death	Select one from the drop-down list
	County of Death	Select one from the drop-down list (Captured only if Type of Place of Death is selected as <i>Decedent's Home</i> or <i>Other</i> )

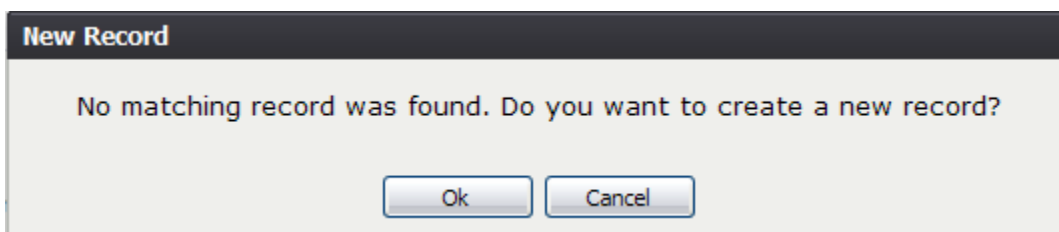
**M:** Mandatory Field

**K:** Key Field (mandatory **minimum of one (1) key field** must be provided)

5. The focus is initially set on the 'Date of Death Type' field. Select an option from the associated drop down list. Depending on the option you select, only the 'Date of Death From' field will become enabled or both the 'Date of Death From' and 'To' fields will become enabled.
6. The 'Date of Death' field(s) is/are **mandatory** (you cannot start a record without typing an acceptable value in a mandatory field.) Enter data in the 'Date of Death' field(s) and press 'Tab' to advance to the next field.
7. At the minimum, you must enter three (3) **mandatory** fields and one (1) of the four **key** fields. Adhere to the guidelines in step 4 and enter all available record data and click on the '**Find Record**' button. The Idaho Web Death Module will perform an implicit search for matching records.


**a. No record match**

- If a match is NOT found, the application will display the following message. Click '**OK**' to create a NEW record.



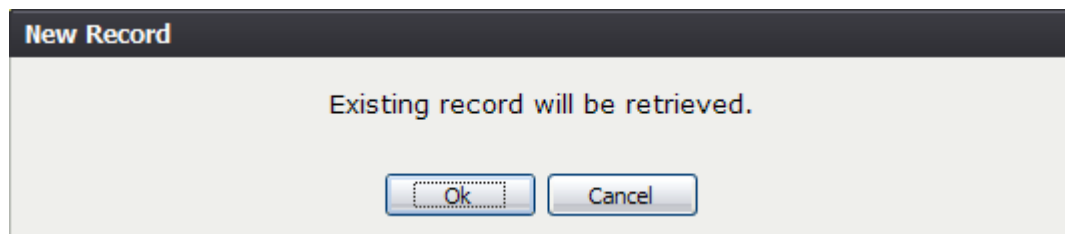
**b. Single record match on Key field:**

- If a match is found on a single record and if the matching record already contains a state file date, you will be notified that a matching record that has already been filed exists. Click 'Add New' to create a new record or 'Cancel' to Cancel. If you click 'Add New' the new record and the existing record will be marked as suspected duplicates. If the matching filed record is a

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home</b> <b>Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>53 of 208</b>	

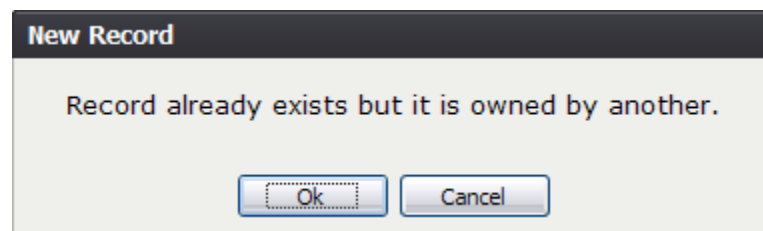
‘presumptive’ record type, the new record will be marked as a ‘Replacement’ record. The system will create a new record and allow you to proceed with data entry.

- If a match is found on a single record and if the matching record does not have a state file date and is not already owned by a different location of the same entity type (different funeral home if the current login location type is a funeral home etc.) you will be notified as such, the record will be retrieved, and you will be able to continue data entry on the existing record.




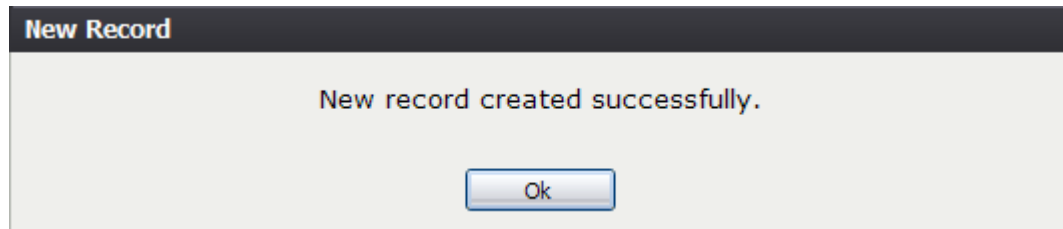
Click ‘**OK**’ to continue data entry on the existing record or ‘**Cancel**’ to return to the New screen. If you click ‘**OK**’ the current login location will become the owner of the record related to their location type.

- If a match is found on a single record and if the matching record does not have a state file date but is already owned by a different location of the same entity type (current login location type is funeral home and there is already a funeral home associated with the record etc.) you will be notified that a matching record exists that is owned by a different entity.



Click ‘**OK**’ to create a new record or ‘**Cancel**’ to return to the New screen. If you click ‘**OK**’ the system will create a new record and allow you to continue data entry and to become the owner of the new record related to your location type.

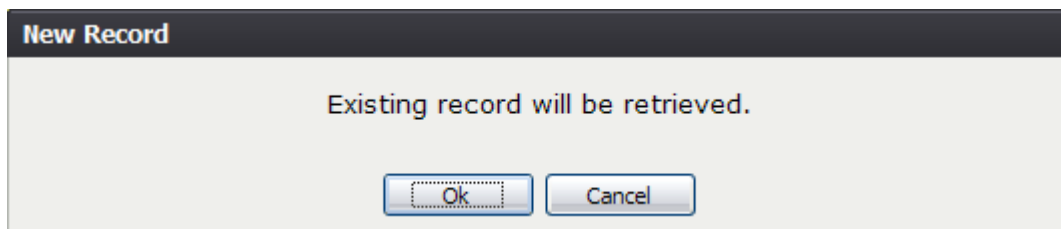
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>54 of 208</b>



The new record and the existing record will be marked as suspected duplicates.


#### c. Single record match on Demographic field:

- If a match is found on a single record and if the matching record already contains a state file date, you will be notified that a matching record that has already been filed exists. Click 'Add New' to create a new record or 'Cancel' to Cancel. If you click 'Add New' the new record and the existing record will be marked as suspected duplicates. If the matching filed record is a 'presumptive' record type, the new record will be marked as a 'Replacement' record. The system will create a new record and allow you to proceed with data entry.
- If a match is found on a single record and if the matching record does not have a state file date and is not already owned by a different location of the same entity type (different funeral home if the current login location type is a funeral home etc.) you will be notified as such, the record will be retrieved, and you will be able to continue data entry on the existing record.

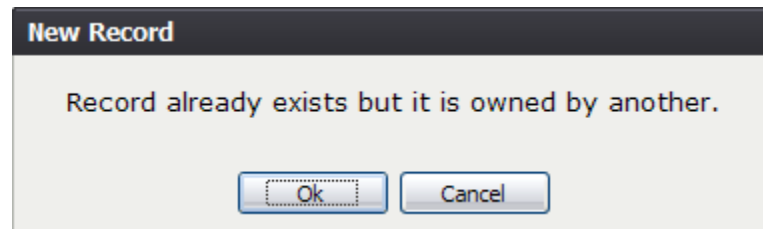


Click '**OK**' to continue data entry on the existing record or '**Cancel**' to return to the New screen. If you click '**OK**' the current login location will become the owner of the record related to their location type.

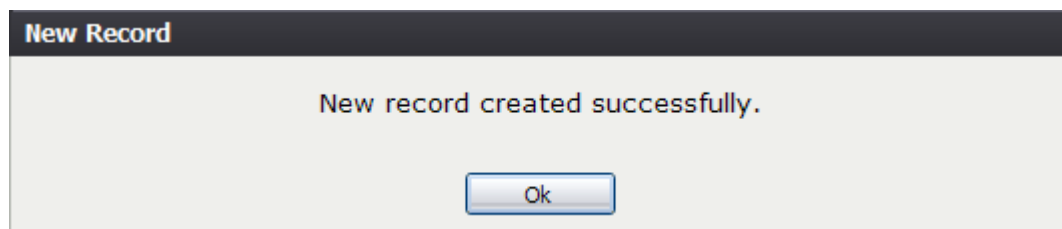
- If a match is found on a single record and if the matching record does not have a state file date but is already owned by a different location of the same entity type (current login location type is funeral home and there is already a

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>55 of 208</b>

funeral home associated with the record etc.) you will be notified that a matching record exists that is owned by a different entity.



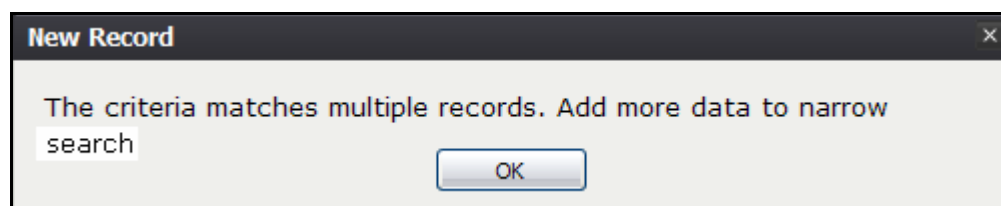
Click '**OK**' to create a new record or '**Cancel**' to return to the New screen. If you click '**OK**' the system will create a new record and allow you to proceed with data entry and to become the owner of the new record related to your location type.




The new record and the existing record will be marked as suspected duplicates.


#### **d. Multiple Record Match**

- If multiple records appear to match, you will be requested to enter more of the initial information and try again.




Click '**OK**' to enter/edit more information and re-initiate search process.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>56 of 208</b>

8. Once a record is displayed on the screen click on the '**Save**'  icon or select the **Registration/Save** menu item to save.
9. Proceed with demographic data-entry by completing the information requested on Demographic Tabs 1 – 4. See Demographic Data Entry Tips for more details on how to complete the record.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>57 of 208</b>

## 4.2. Search for a Record

Searching for a record in the Idaho Web Death Module can be accomplished using the following options:

- Search Screen
- Work Queue Search

### 4.2.1. Search Screen


The same search screen will apply to Demographic Data Entry, Medical Data Entry and the General Data Entry processes. The search screen will support a 'fuzzy' search allowing entry of combinations of any of the following data fields:


- FH Case #
- Decedent Last Name
- Decedent First Name
- Decedent Middle Name
- Decedent Gender
- County of Occurrence
- Month of Death
- Day of Death
- Year of Death
- Month of Birth
- Day of Birth
- Year of Birth
- Medical Certifier
- Funeral Home
- Mother's First Name
- Mother's Maiden Last Name
- Father's First Name
- Father's Last Name
- Coroner Case Number
- EDR Number
- Place of Death

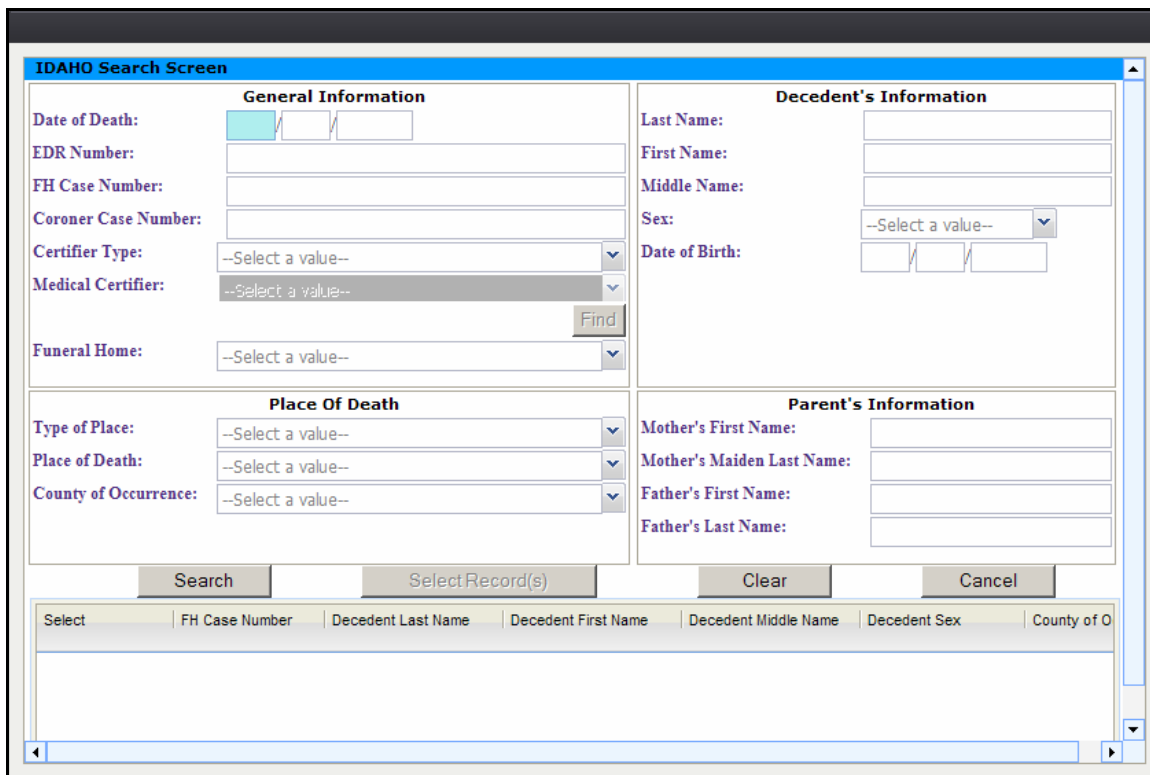
Regardless of search criteria entered, records will be filtered according to entity access rules. For instance, a funeral home will only be able to retrieve records that are associated with that funeral home.

Searches that include all or part of the Decedent Name will find records where the name matches either the decedent's name or either of the two supported AKA name fields.

A Search will return a grid of matching records. The grid will contain the above fields in the above order.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>58 of 208</b>

1. Login to the Idaho Web Death Module following the [Login – System Access instructions](#).
2. Click on ‘**Search**’ icon  or select the **Registration/Search** menu item.
3. The Search Record Screen will be displayed:



**IDAHO Search Screen**

**General Information**

Date of Death:

EDR Number:

FH Case Number:

Coroner Case Number:

Certifier Type:

Medical Certifier:

Funeral Home:

**Decedent's Information**

Last Name:

First Name:

Middle Name:

Sex:

Date of Birth:

**Place Of Death**

Type of Place:

Place of Death:

County of Occurrence:

**Parent's Information**

Mother's First Name:

Mother's Maiden Last Name:


Father's First Name:

Father's Last Name:

**Buttons:** Search, Select Record(s), Clear, Cancel

Select	FH Case Number	Decedent Last Name	Decedent First Name	Decedent Middle Name	Decedent Sex	County of O

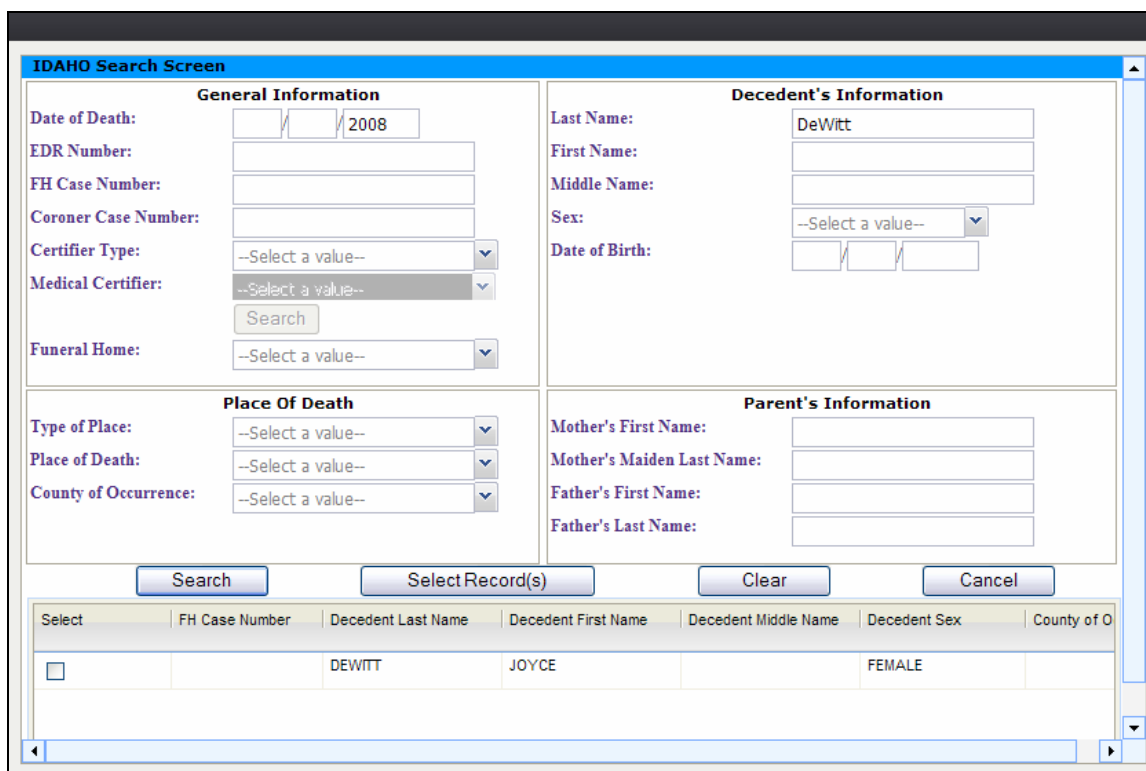
4. Enter all available information regarding the record you are trying to locate. (If the ‘Medical Certifier’ field is one of your search criteria, you can enter the certifier’s name in the Medical Certifier field and click the ‘**Find**’ button below this field so that the ‘Medical Certifier’ drop-down list populates with those certifiers that match the certifier name entered.)
- ✓ Tip: Text fields such as names do not have to be complete. Enter the first several letters instead of the entire text when spelling is in question but include other items to reduce the number of matches.
  - ✓ Tip: Along with a name, including the year of death and gender and other information you are sure of will reduce the number of matches that are returned and cause the search to be faster.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>59 of 208</b>

- ✓ Tip: Entering only a key field such as the EDR Number will match a single record and result in a rapid response.

5. Click on the **‘Search’** button to search the Idaho Web Death database.

- ✓ Records that match the search criteria populate the grid in the lower half of the screen.



**IDAHO Search Screen**

**General Information**

Date of Death:  /  / 2008

EDR Number:

FH Case Number:

Coroner Case Number:

Certifier Type: --Select a value--

Medical Certifier: --Select a value--

Search

Funeral Home: --Select a value--

**Decedent's Information**

Last Name: DeWitt

First Name:

Middle Name:

Sex: --Select a value--

Date of Birth:  /  /

**Place Of Death**

Type of Place: --Select a value--

Place of Death: --Select a value--

County of Occurrence: --Select a value--

**Parent's Information**

Mother's First Name:

Mother's Maiden Last Name:


Father's First Name:

Father's Last Name:

Search Select Record(s) Clear Cancel

Select	FH Case Number	Decedent Last Name	Decedent First Name	Decedent Middle Name	Decedent Sex	County of O
<input type="checkbox"/>		DEWITT	JOYCE		FEMALE	

6. Click the checkbox in the ‘Select’ column next to the appropriate records to select. Selected records will be highlighted in blue.
7. Click on **‘Select Record(s)’** to retrieve record(s) to the Work Queue. The record that was selected that was highest in the record grid will appear on the screen as an active record for additional review and/or processing.
8. Select a record from the work queue by clicking on it to retrieve it to the screen. See [Work Queue Search](#) for information about how to identify and select a record in the work queue.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>60 of 208</b>

- The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

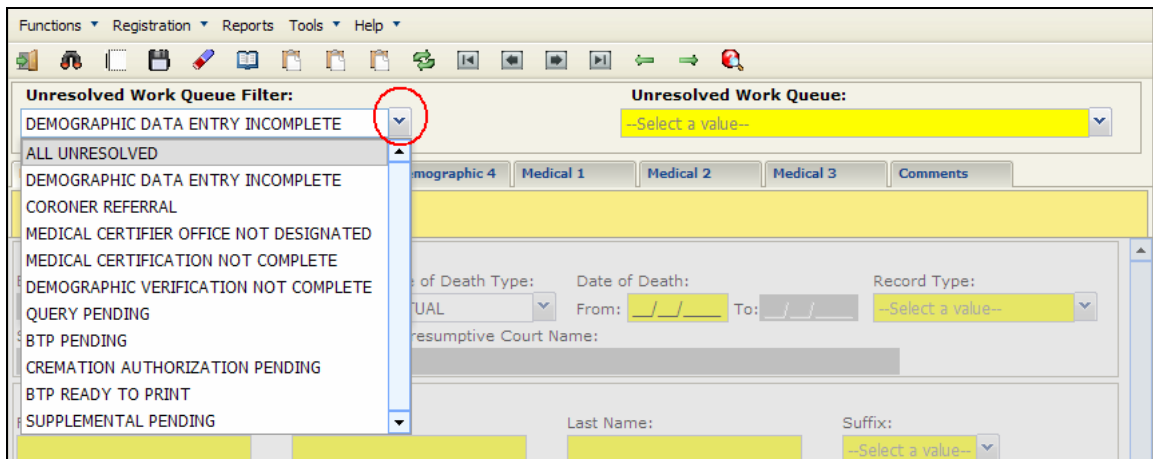
#### 4.2.2. Work Queue Search

The Work Queue in the Demographic Data Entry process will contain death records associated with your funeral home if the record still requires some type of action by the funeral home. This will include records that have been started at the funeral home where the demographic data entry or some other processing step is not complete. The work queue can be filtered according to the various reasons due to which a record may be held.


The list in the work queue will be sorted by the date of death and will display the decedent's Name (last, first) and Date of Death.

If a user has retrieved multiple records using the [Search Screen](#), the filter will read 'Search Results' and the records in the Unresolved Work Queue will be the searched records.


- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- From the drop-down list, set the filter for the appropriate record type. Options include:



The screenshot shows the 'Unresolved Work Queue Filter' dropdown menu. The menu is open, displaying a list of filter options. The first option, 'DEMOGRAPHIC DATA ENTRY INCOMPLETE', is highlighted. The dropdown is circled in red. The background shows the 'Unresolved Work Queue' interface with various tabs and input fields.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>61 of 208</b>

<b>Filter Name</b>	<b>Records That Will Be Retrieved</b>
All Unresolved	All records that require any action regarding demographic data entry or demographic verification.
Demographic Data Entry Incomplete	All Records for which Demographic Data entry has not been completed.
Medical Certifier Office Not Designated	All records where either the Medical Certifier's Office has not been designated on the record or where it had been designated but the Medical Certifier 'Declined' the designation. If the designation had been declined, a message from the medical certifier will appear when the record is retrieved.
Medical Certification Not Complete	The record is associated with a participating medical certifier and medical certification has not been done OR The record is not associated with a participating medical certifier and medical data entry is not complete
Demographic Verification Not Complete	All records where Demographic and Medical Data Entry have been completed but Demographic Verification has not been done. Note that records for which demographic data entry is incomplete will not appear under this filter.
Query Pending	All records for which the State office generated a query to the Funeral Director or Medical Certifier, and the query is pending.
BTP Pending	All records for which the BTP has not been printed and a medical certifier has not electronically authorized printing of the BTP.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>62 of 208</b>

### Filter Name

### Records That Will Be Retrieved

Cremation  
Authorization  
Pending

All records for which:

- The BTP has not been printed

AND

- The method of disposition is either 'Cremation' or 'Removal from State-Cremation'

AND

- A coroner has not electronically authorized printing of the BTP

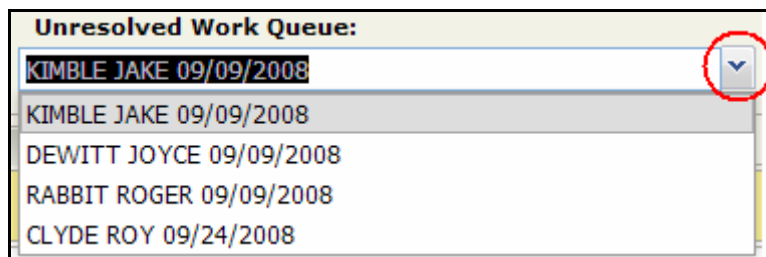
BTP Ready to  
Print

All records for which the BTP has not been printed and neither 'BTP Pending' nor 'Cremation Authorization Pending' is true.


Supplemental  
Pending

All records for which the state has generated (or automatic in case of pending causes or manner) a supplemental request to a Medical Certifier

- From the record list, select the appropriate record by clicking on it or with focus on the list start typing decedent's last name (if available.)





- Selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>63 of 208</b>

### 4.3. Canceling Changes

A user may cancel changes made to a record since it was last saved in Demographic Data Entry.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
3. Enter information or modify information entered in any of the data entry fields.
4. If you wish to cancel the changes made to the record, click the '**Cancel**' icon  or select the **Registration/Cancel** menu item. The changes will be canceled and the record will be restored to its previously saved state.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>64 of 208</b>

#### 4.4. Returning to the Main Menu

A user may return to the Idaho Web Death Main Menu screen at any time by selecting the **Functions/Home** menu item.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Functions/Home** menu item on the Demographic Data Entry and Verification menu screen to return to the Idaho Web Death Main Menu.




	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>65 of 208</b>

## 4.5. Unresolved Fields List

### Using the Unresolved Fields List

Depending on the type of record, a number of actions need to be performed before a record is ready to be submitted for further processing. To check if all data items and actions were performed, use the Unresolved Fields List to identify areas that require some sort of action before the record is resolved. The Unresolved Fields List displays individual data fields and processes that need to be completed for a specific record before it can be resolved.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Retrieve or create a new record.
3. Click the '**Unresolved List**' button in the lower right-hand corner of the screen to open the list.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>66 of 208</b>

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾

Unresolved Work Queue Filter: DEMOGRAPHIC DATA ENTRY INCOMPLETE Unresolved Work Queue: HILL DAVID 10/20/2008

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Medical 1 Medical 2 Medical 3 Comments

Funeral Home Case Number(Demographic Data Entry)

**GENERAL INFORMATION**

EDR Number: 000000001305 Funeral Home Case: [ ] Date of Death Type: ACTUAL Date of Death: From: 10/20/2008 To: [ ] Record Type: IDENTIFIED

State File Number: [ ] Presumptive Court Date: [ ] Presumptive Court Name: [ ]

**DECEDENT'S LEGAL NAME**

First Name: DAVID Middle Name: [ ] Last Name: HILL Suffix: --Select a value--

☐ AKA Names

AKA 1 First Name: [ ] AKA 1 Middle Name: [ ] AKA 1 Last Name: [ ] AKA 1 Suffix: --Select a value--

AKA 2 First Name: [ ] AKA 2 Middle Name: [ ] AKA 2 Last Name: [ ] AKA 2 Suffix: --Select a value--

AKA 3 First Name: [ ] AKA 3 Middle Name: [ ] AKA 3 Last Name: [ ] AKA 3 Suffix: --Select a value--

**DECEDENT'S SEX**

Sex: MALE

**DECEDENT'S DATE OF BIRTH**

Date Of Birth: 01/01/1970 Age Units: --Select a value-- Age: [ ]

**DECEDENT'S SSN**


SSN: 907-29-0797 SSN Verification Status: [ ]

**DECEDENT'S BIRTHPLACE**

State/Country: --Select a value-- City Of Birth: --Select a value--


Records in Queue: 2 Field Name: Funeral Home Case Field Status: Resolved Current Action: Updating Record

- The Unresolved Fields List will display. Unresolved fields will be displayed in the top portion of the screen and unresolved processes in the bottom portion.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home</b> <b>Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>67 of 208</b>

Unresolved Field List			X
<b>Demographic 1</b>	<b>Demographic 2</b>	<b>Demographic 3</b>	
Decedent's Age Units	Father's Last Name	Place of Disposition Name	
Decedents State/Foreign Country of Birth	Father's Suffix	Method Of Disposition	
Decedent's Age	Father's Middle Name	Place Of Disposition - Type	
Decedent's City Of Birth	Armed Forces ?	Informants Zip Ext	
Decedent's Middle Name	Father's First Name	Informant's Suffix	
Decedent's Suffix	Father's State/Country Of Birth	Informant's Relationship	
	Mothers Suffix	Informant's Last Name	
	Mothers State/Country Of Birth	Informant's First Name	
	Mothers Last Name	Informant's Middle Name	
	Mothers First Name	Informant's City/Town	
	Mothers Middle Name	Informant's Zip	
	Residence City/Town	Informant's State/Country	
	Residence Zip	Informant's Street Address	
	Residence Zip Ext	Informant's Apt	
	Residence Street Address		
	Residence State/Country	<b>Demographic 4</b>	
	Residence Country	Decedent's Race	
	Inside City Limits?	Decedent's Usual Occupation	
	Marital Status	Coroner or ME Contacted	
		Decedent's Education	
		Kind of Business/Industry	
		Funeral Service Licensee or Other Agent	
		Additional Funeral Service Provider	
		Decedent Of Hispanic Origin?	
<b>Medical 1</b>	<b>Medical 2</b>	<b>Medical 3</b>	
Decedents Middle Name	Approximate Interval : Onset to Death D.	If Transportation Injury, Specify	
Decedents Suffix	Other Significant Condition Contribute to Death	Injury Time Type	
Certifier Type	Enter the chain of events - that caused the death D.	Injury Date Type	
Certifier Name	Approximate Interval : Onset to Death B.	Longitude	
	Enter the chain of events - that caused the death C.	What Safety Device(s) Did Decedent Use/Employ	
	Approximate Interval : Onset to Death C.	Street	
	Was an Autopsy Performed?	Injury Apt No	
	Time Of Death Type	Was injury related to a transportation accident	
	Autopsy Findings Available to Complete Cause of Death?	Place of Injury	
	Pronounced Date Type	Tobacco use contribute to death	
	Time Of Death Type	Any Injury Information To Report	
	Enter the chain of events - that caused the death A.	Manner Of Death	
	Approximate Interval : Onset to Death A.	Zip	
	Enter the chain of events - that caused the death B.	City/Town	
		Describe How Injury Occured	
		Ext	
		Injury at Work?	
		County	
		State/Country	
<b>Filter Queue Status Fields</b>  DEMOGRAPHIC DATA ENTRY INCOMPLETE <input type="button" value="OK"/>			

5. You may navigate to any unresolved field in the list by clicking on it.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>68 of 208</b>

6. To close the Unresolved List and return to the screen you were previously viewing, click the **X** in the upper right hand corner of the Unresolved List or the '**OK**' button at the bottom of the screen.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>69 of 208</b>	

## 4.6. Demographic Data Entry Tips

The objective of this chapter is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the 'Tab' key to advance to the field, typing the necessary information and then pressing the 'Tab' key to advance again. This chapter attempts to address the remaining scenarios.

### 4.6.1. AKA Name(s) Fields


The 'AKA Names' fields are among the first ones encountered once the record is initiated by entering data on the 'New Record' screen. The Idaho Web Death Module contains the ability to capture multiple sets of the decedent's 'AKA' (Also Known As) name fields (First, Middle, Last, Suffix) if they are available. To add an 'AKA Name':


1. Open the desired record in the Demographic Data Entry function using the [New Record feature](#) or by [Searching for an existing record](#).
2. Check the 'AKA Names' checkbox (located below the Decedent's Legal Name fields on the Demographic 1 tab)

DECEDENT'S LEGAL NAME			
First Name:	Middle Name:	Last Name:	Suffix:
ROY		CLYDE	--Select a value--
<input type="checkbox"/> AKA Names			

3. Enter available names in the AKA fields that become enabled. You may add as many as three AKA names.

AKA Names			
AKA 1 First Name:	AKA 1 Middle Name:	AKA 1 Last Name:	AKA 1 Suffix:
			--Select a value--
AKA 2 First Name:	AKA 2 Middle Name:	AKA 2 Last Name:	AKA 2 Suffix:
			--Select a value--
AKA 3 First Name:	AKA 3 Middle Name:	AKA 3 Last Name:	AKA 3 Suffix:
			--Select a value--

4. When finished, remember to press the '**Save Record**' icon  to save changes and continue data entry.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>70 of 208</b>

#### 4.6.2. Pick List Navigation (MindsEye©)


Decedent's Birthplace fields illustrate the concept of 'drop-down' menus. Use abbreviations discussed in examples below to quickly retrieve entries and expedite data entry.

DECEDENT'S BIRTHPLACE	
State/Country:	--Select a value--
City Of Birth:	--Select a value--

1. Set focus on the 'State/ Country' field by clicking on the field. Begin typing the name of the state or country you wish to enter in this field.

State/Country:	<div>IDAHO</div> <div>IDAHO</div> <div>IDAHO TERRITORY</div>
----------------	--

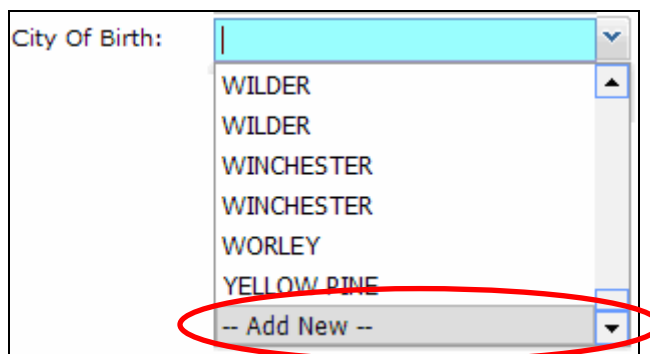
- ✓ The drop-down list will populate with the names of those states or foreign countries that match the information typed in. The field itself will auto-populate with the name of the state or country that matches the information typed in.
  - ✓ Some geographic entries that include state and city also capture the county. When this is the case, the list of cities is filtered to include only cities within the state and county already selected. Some geographic questions require only the state and city. If the 'State/Country' field is not populated, you will not be able to select a value in the 'County' or 'City' fields. If a state is selected in the 'State/Country' field, then the 'County' must be selected before the list of options for the "City" field is available.
  - ✓ If a foreign country is selected in the 'State/Country' field, then the 'County' field will be disabled (if it is part of the address.) In these cases, selecting the foreign country will disable the 'County' field and load the 'City' pick-list with options associated with the country selected.
2. With focus on the 'City Of Birth' field begin typing the name of any city in the state or foreign country selected in the 'State/Country' field. When the desired option is highlighted press the 'Tab' key to select that choice and advance to the next field.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>71 of 208</b>	

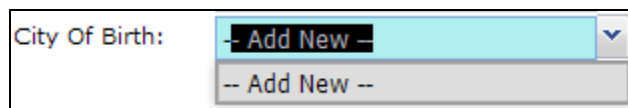
### 4.6.3. Making New Entries in Pick Lists

When a Town or City you want is *not in the list* even though it is a valid Town/City, you can add your entry to the list. This is referred to as 'Add on the Fly'. It allows the user to add an item that is not in the list when necessary. To access this choice:


1. Open the 'City of Birth' pick list by clicking on the arrow button or setting focus on the field and pressing the 'Down Arrow' button and use one of the following methods:
2. Select the '—Add New—' option by one of the following options:
  - a. Use the mouse to SCROLL down to the bottom of the list. The very last option in the list that will allow 'Add on the Fly' is a choice '-- Add New--'.



- b. OR use a keyboard short-cut. The first character of this special entry is a hyphen '-'. Type this character into the 'City Of Birth' field and press 'Tab' to select that option.



3. The 'AOF – City/Town' screen will appear.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>72 of 208</b>

State/Country

IDAHO

County

\*

City/Town

\*

FIPS Code

Local Code

City/Town	State/Country	County	Fips Code	Local Code	Display In List	Validated	Record Time Stamp

OK

CANCEL


- a. Look at the list in the grid at the bottom of the screen (if there is one) to see if the item you need may already be there. This would be the case if the item has already been added 'On the Fly' by someone else but has not yet been 'reviewed' and accepted by the State Office as a valid new addition to the list. If the option you need is in the list, click on it with the mouse and then click on '**OK**'.
- b. If the item is not in the extended list, set focus on the 'City/Town' field (The county field will be pre-populated and disabled if the new entry is inside USA or simply disabled if the new entry is in a foreign country), type in the new entry you need and click '**OK**'. The new location will be added on the fly.

#### 4.6.4. Death Age Entry

Decedent's Date of Birth fields require 'age units' and 'age' entries to determine record processing sequence.

1. With the mouse, click on the 'Date of Birth' field on the 'Demographic 1' tab.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>73 of 208</b>

**DECEDENT'S DATE OF BIRTH**  
Date Of Birth:   
Age Units:    
Age:

2. If you have not entered the Decedent's 'Date of Birth' already, do so now, and press 'Tab' to advance to the 'Age Units' field.
3. In the 'Age Units' field, use the mouse to click on the arrow button or use the 'Down Arrow' key to open the list and select the appropriate age unit (Years, Months, Weeks, Days, Hours, Minutes, Unknown)
4. Enter or calculate the decedent's age at the time of death. If the entered value does not coincide with the value calculated by the system by taking into account the birth and death dates, the following screen will be displayed:

Demographic Data Entry - IDAHO

**Message:**

Presumed Date of Death From

Decedent's Date Of Birth

Decedent's Age Units

Decedent's Age

09/24/2008

01/01/1970

YEARS

37


OK

5. Correct the age and click '**OK**'. Use the 'Tab' key to advance to the next field.

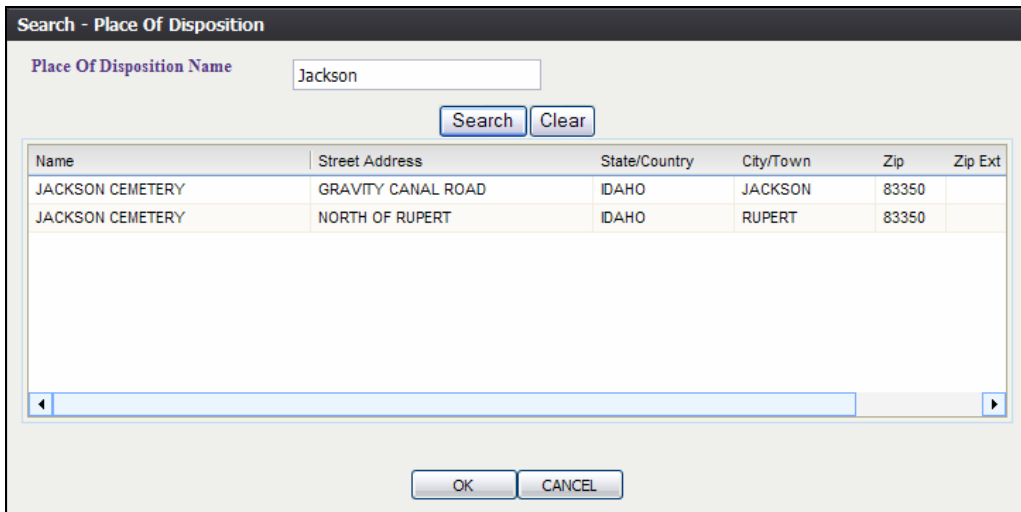
#### 4.6.5. Screen Tab Navigation – Next and Previous buttons

The 'City Of Birth' field is the last field on the 'Demographic 1' tab and therefore the next field that needs a response is on the 'Demographic 2' tab.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>75 of 208</b>

The following search screen will be displayed in which the user can enter the name of the facility they are looking for and click '**Search**'. Results will be displayed in the grid below.

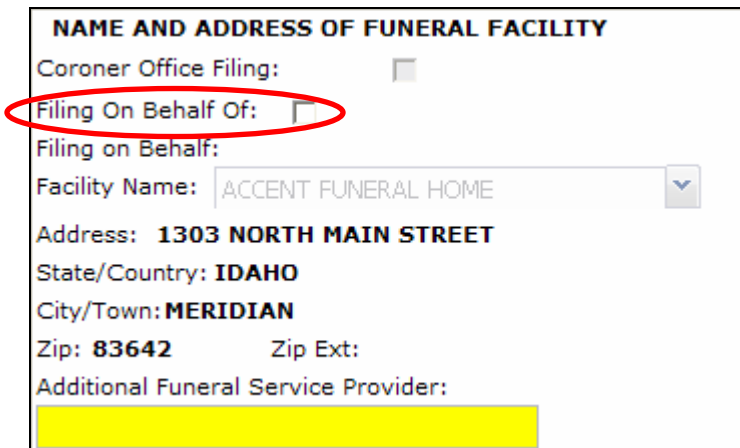


Name	Street Address	State/Country	City/Town	Zip	Zip Ext
JACKSON CEMETERY	GRAVITY CANAL ROAD	IDAHO	JACKSON	83350	
JACKSON CEMETERY	NORTH OF RUPERT	IDAHO	RUPERT	83350	

The user can then select the desired search result and click '**OK**'. The selected facility's information will be displayed in the Address section of the 'Place of Disposition' fields.

#### 4.6.7. Funeral Facility Profile

Funeral facility name and address is based on the login profile of the user who originally initiated the record. The address fields are retrieved from the database and cannot be directly modified on the screen.



**NAME AND ADDRESS OF FUNERAL FACILITY**

Coroner Office Filing: ☐

Filing On Behalf Of: ☐

Filing on Behalf:

Facility Name: ACCENT FUNERAL HOME


Address: **1303 NORTH MAIN STREET**

State/Country: **IDAHO**

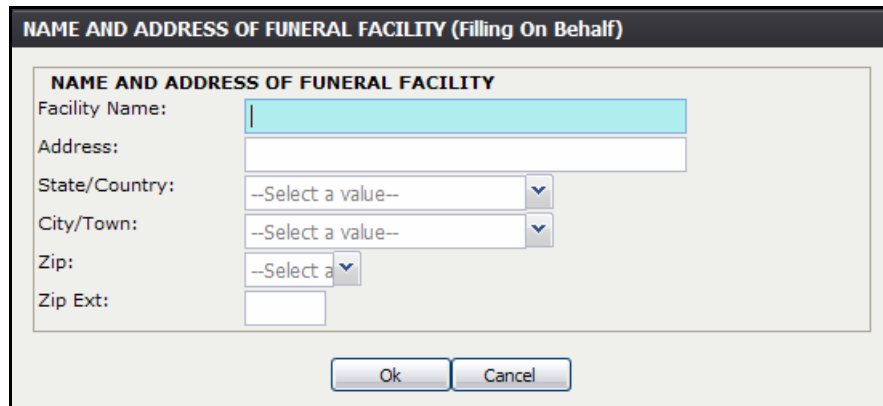
City/Town: **MERIDIAN**

Zip: **83642** Zip Ext:

Additional Funeral Service Provider:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>76 of 208</b>

However, if a funeral home location is filing a record on behalf of another funeral home, the user can check the 'Filing on Behalf Of:' checkbox and enter the information of the funeral home on behalf of whom the record is being filed on the screen below.

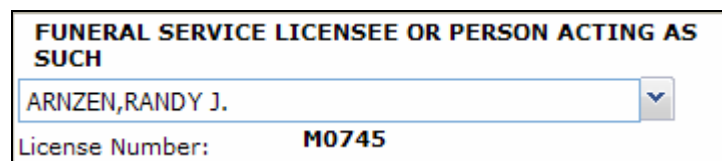


If Demographic data Entry is being performed at a Coroner's Office, the 'Coroner Office Filing:' checkbox will be checked.

#### 4.6.8. Funeral Service Licensee or Person Acting As Such

This is the individual associated with the 'Name and Address of Funeral Facility' location who will demographically verify the death record.


This is a drop-down type-ahead pick list that will contain only funeral directors associated with the 'Name and Address of Funeral Facility' location on the record.



This field will be disabled if the 'Filing On Behalf Of:' checkbox is checked.

#### 4.6.9. Additional Funeral Service Provider

'Additional Service Provider' field is associated with 'Trade Calls'. These are cases where the funeral home of record (the funeral home responsible for filing the death certificate) is not providing all of the services for the family and the

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>77 of 208</b>

names of both funeral establishments need to appear on the printed death certificate.

Additional Funeral Service Provider: <div style="background-color: yellow; height: 20px; width: 100%;"></div>
--

Example: if 'Jones Funeral Home' is entered as the 'Additional Funeral Service Provider' and 'Johnson Funeral Homes Inc' is the funeral home that is responsible for filing the death certificate, the name of the additional funeral home will print in the 'Additional Funeral Service Provider' field on the death certificate.

The license number of the funeral home that files the death certificate will print on the death certificate.


#### 4.6.10. Hispanic Origin and Race Fields Properties

The 'Decedent of Hispanic Origin' field allows selecting **one choice** from the available options. Use the mouse or the spacebar key on the keyboard to check and select the single desired choice.

<b>DECEDENT OF HISPANIC ORIGIN</b>	
<input checked="" type="checkbox"/>	No, not Spanish/Hispanic/Latino
<input type="checkbox"/>	Yes, Mexican, Mexican American, Chicano
<input type="checkbox"/>	Yes, Puerto Rican
<input type="checkbox"/>	Yes, Cuban
<input type="checkbox"/>	Yes, other Spanish/Hispanic/Latino
	(Specify) <div style="background-color: gray; width: 150px; height: 15px;"></div>
<input type="checkbox"/>	Unknown

- ✓ To change the choice the selected choice must first be un-checked by clicking on it again and then a different choice can be selected.

Race fields allow **multiple choices**. Click on as many choices as apply.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>78 of 208</b>	

DECEDENT'S RACE	
<input checked="" type="checkbox"/> White	<input type="checkbox"/> Filipino
<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Japanese	<input type="checkbox"/> Samoan
<input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribe) <input type="text"/>	<input type="checkbox"/> Korean
	<input type="checkbox"/> Other Pacific Islander (Specify) <input type="text"/>
<input type="checkbox"/> Vietnamese	<input checked="" type="checkbox"/> Asian Indian
<input type="checkbox"/> Chinese	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Other Asian (Specify) <input type="text"/>	<input type="checkbox"/> Other (Specify) <input type="text"/>
<input type="checkbox"/> Unknown	


- ✓ 'Decedent's Race' checkbox fields can also be selected and de-selected using the mouse or the keyboard. Use the 'Tab' key and the 'Shift+Tab' key to navigate to the desired choices and the spacebar or the mouse to select or de-select.
- ✓ Certain race fields, ('American Indian or Alaska Native' 'Other Asian', 'Other Pacific islander,' and 'Other') require the user to specify the race. When any of these fields is selected, the associated text box becomes enabled. The user must type the specifics of the race or tribe in the field in order to resolve the record.

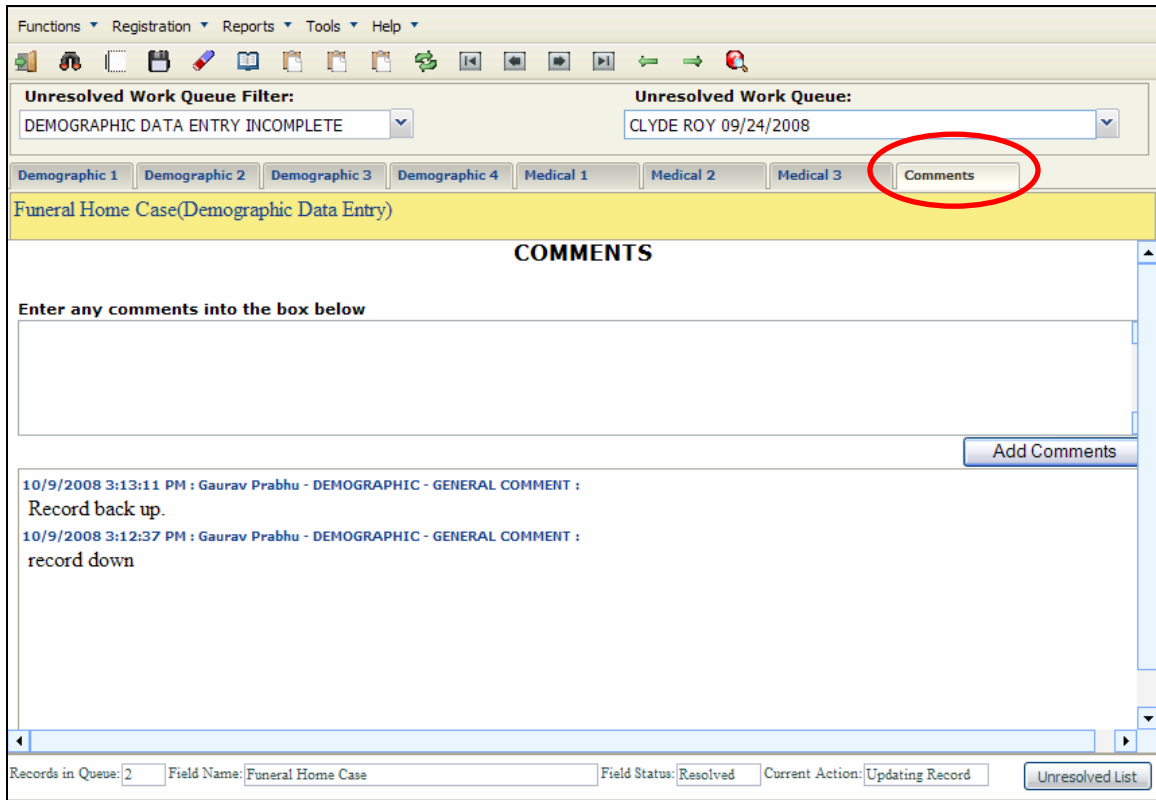
#### 4.6.11. Record Comments

Certain events that take place, such as when a coroner declines a designation or a referral, require that a comment be entered. These comments are stored and can be viewed in a grid on the Comments tab of the data entry screens. The following information regarding each comment will be stored:

- ✓ Action that Required the Comment
- ✓ User logged in when the comment was entered
- ✓ Date and time the comment was entered
- ✓ Text of the comment (600 characters)

Comments may be entered or viewed by clicking on the Comments Tab in Demographic data Entry.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>79 of 208</b>



The screenshot displays the 'Unresolved Work Queue' filter set to 'DEMOGRAPHIC DATA ENTRY INCOMPLETE' and the 'Unresolved Work Queue' list showing 'CLYDE ROY 09/24/2008'. The 'Comments' tab is selected and highlighted with a red circle. Below the tab, the 'Funeral Home Case(Demographic Data Entry)' is shown. The 'COMMENTS' section contains a text area for entering comments, an 'Add Comments' button, and a list of existing comments. The bottom status bar indicates 'Records in Queue: 2', 'Field Name: Funeral Home Case', 'Field Status: Resolved', 'Current Action: Updating Record', and an 'Unresolved List' button.

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾

Unresolved Work Queue Filter: DEMOGRAPHIC DATA ENTRY INCOMPLETE ▾

Unresolved Work Queue: CLYDE ROY 09/24/2008 ▾

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Medical 1 Medical 2 Medical 3 **Comments**

Funeral Home Case(Demographic Data Entry)

**COMMENTS**

Enter any comments into the box below


Add Comments

10/9/2008 3:13:11 PM : Gaurav Prabhu - DEMOGRAPHIC - GENERAL COMMENT :  
Record back up.

10/9/2008 3:12:37 PM : Gaurav Prabhu - DEMOGRAPHIC - GENERAL COMMENT :  
record down

Records in Queue: 2 Field Name: Funeral Home Case Field Status: Resolved Current Action: Updating Record Unresolved List

Enter a comment in the box provided and click the '**Add Comments**' button to add the entered comment to the record.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>80 of 208</b>

## 4.7. SSN Verification

Social Security Number (SSN) verification will be triggered by data entered in Demographic Data Entry when all related fields become Resolved. These include:

- Decedent's Last Name
- Decedent's First Name
- Decedent's Middle Name
- Decedent's Date of Birth
- Decedent's Gender
- Decedent's Social Security Number
- State of Death


Demographic data entry as well as Medical Data Entry begins with a NEW process that will capture all items required for the SSN verification process to be initiated. The SSN verification process will be triggered from the Demographic data entry process because the related fields are all 'owned' by the demographic certifier.

In some scenarios including 'Drop-To-Paper' when a funeral home is not participating, the SSN verification process may be initiated when the State initiates a NEW Record if that is the first point where the Demographic Data entry process is begun.

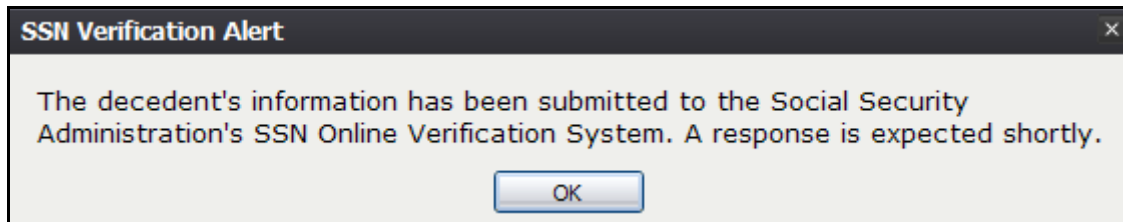
The initial request for the SSN verification will be automatically executed when the related fields first become 'resolved'. The system will 'look' for results of the request (if necessary) when the record is next saved or when it is again retrieved. The demographic data entry screen will contain an indicator of the SSN verification status for the record.





	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>81 of 208</b>	

The '**Check SSN**' button may be used to check the current status of a record's SSN Verification request. Depending on this status, a message similar to the one displayed below will appear on the screen.



Up to five (5) separate attempts can be made to verify/re-verify the SSN. The system will count the attempts made and if three (3) or more attempts are made on the same record, an entry will be made in the system audit log. Multiple attempts on the same record could be an indicator that various names and/or Social Security Numbers are being entered to 'fish' for matches.


#### 4.7.1. Response Generation

The following responses will be interpreted as successful results: Passed(Y), FailSSN(1), FailGender(2), FailDOB(3), FailDOBGender(4), FailName(5.), SSA Down (6). The 'Passed' response indicates that all related information matched and the Social Security Number has been verified as being correct for the named individual. The other 6 listed responses indicate a discrepancy that should be investigated by the demographic verifier. The system will provide the corresponding prompt, but the option to leave the record unchanged will exist and will not prevent the record from being released.


DECEDENT'S SSN	
SSN:	654-32-1098
SSN Verification Status:	FAILSSN
<input type="button" value="Check SSN"/>	

Responses such as AUTH UNAVAIL, INVALID, INVALID TRANID or Internal SSA Failure will prevent the record from being released.

All of the 11 response codes listed above assume that a request will in fact be followed by a response. If no response is detected, the system will re-submit the same request a second time. This will be checked for when the demographic verifier attempts to verify the demographic information. This second request

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>82 of 208</b>

using the same information will not be counted as one of the five attempts. A 'no response' condition will prevent the record from being released from the demographic queue.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>83 of 208</b>

## 4.8. Medical Certifier Designation

Designation refers to the process of identifying the medical certifier who will complete and certify the medical portion of the death certificate. This process also serves to associate the death record with the login location associated with the designated medical certifier so the record can be accessed by users who log in under that location. Since certain cases will require that the Death Certificate Work Sheet prints as part of the designation process, the following fields must be resolved before the option to designate a medical certifier can be performed:

- ✓ Date of Death
- ✓ Gender
- ✓ SSN (or one of the key fields)
- ✓ Decedent Last Name
- ✓ Decedent First Name
- ✓ Decedent Middle Name
- ✓ Decedent Suffix
- ✓ County of Death
- ✓ Date of Birth


The type of medical certifier will need to be indicated as one of the following:

- ✓ Physician
- ✓ Physician Assistants
- ✓ Advanced Practice Professional Nurse
- ✓ Coroner

The process then allows a user to perform a full or partial name search within the indicated certifier type.

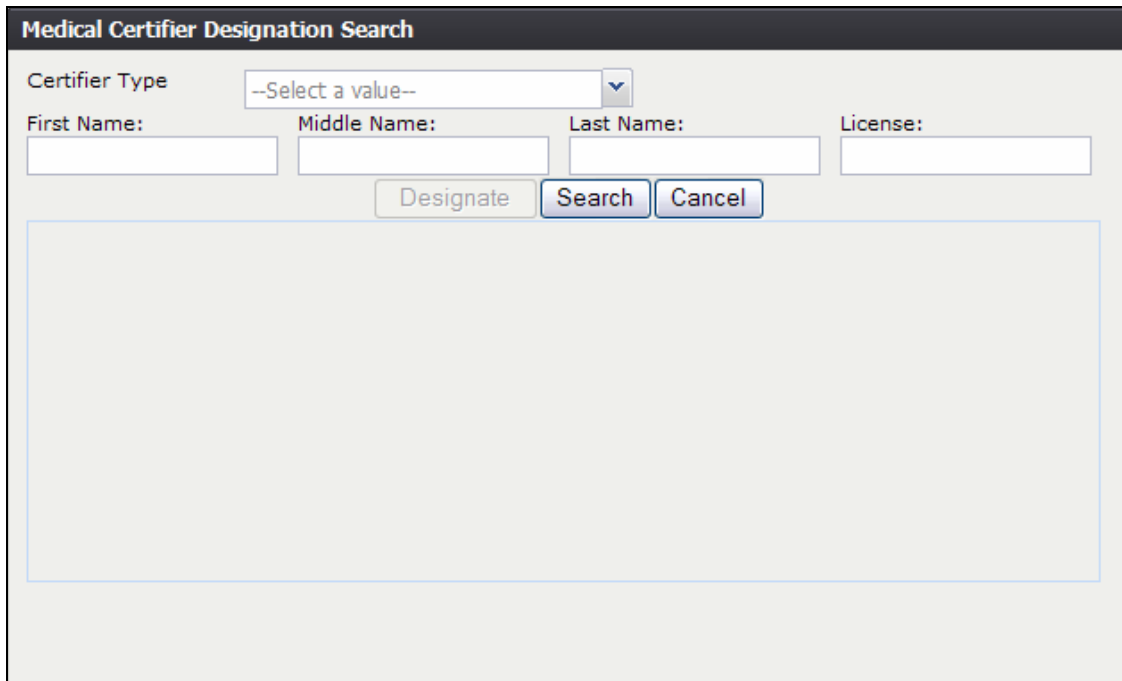
If the medical certifier is not found, the user can indicate that the medical certifier for the record is a non-participating certifier who is not in the list. If this is the case or if the office associated with the selected medical certifier is marked as non-participating, then the system will require the death certificate worksheet to be printed as part of the designation process.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that needs designation of a Medical Certifier using the **Unresolved Work Queue** by setting the filter to **Medical Certifier Office Not Designated**.
3. Select the desired record from the work queue.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>84 of 208</b>


4. Select the **Registration/Designate Medical Certifier** menu item to initiate the search/selection process. If the selected record has already been Medically Certified, the message ‘This record has already been Medically Certified’ will be displayed:

If the record has not been medically certified the Medical Certifier Designation Search screen will appear:



The screenshot shows a web form titled "Medical Certifier Designation Search". At the top, there is a "Certifier Type" dropdown menu with the text "--Select a value--". Below this are four text input fields labeled "First Name:", "Middle Name:", "Last Name:", and "License:". Under the "Last Name:" field, there are three buttons: "Designate", "Search", and "Cancel". Below the input fields and buttons is a large, empty rectangular area, likely intended for a list of search results.

5. Select Medical **Certifier Type** from the drop-down list.
6. Enter all available Medical Certifier Information:
  - a. First Name
  - b. Middle Name
  - c. Last Name
  - d. License Number
7. Click on '**Search**'.
8. Select appropriate medical certifier from list presented in the grid by clicking on the appropriate row.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>85 of 208</b>

**Medical Certifier Designation Search**

Certifier Type:

First Name:  Middle Name:  Last Name:  License:


First Name	Middle Name	Last Name	OfficeName	Address	Town
DALE	H.	SMITH	SMITH, DALE H. ...		IDAHO FALLS
DAVID	HARLIN	SMITH	SMITH, DAVID H...	235 WEST 13TH ...	IDAHO FALLS
JOHN	W.	SMITH	SMITH, JOHN W. ...		SANDPOINT
RICHARD	M.	SMITH	SMITH, RICHARD ...		TWIN FALLS
ROBERT	S.	SMITH	SMITH, ROBERT ...	3100 CRESCENT ...	BOISE
S.	WAYNE	SMITH	SMITH, S. WAYN...	5414 WEST OLD ...	POCATELLO
CARL	B.	SMITHSON	SMITHSON, CAR...		BOISE
E.	C.	SMITH	SMITH, E. C. MED ...		SPOKANE

9. Click on '**Designate**' to assign Medical Certifier and Practice Location on the death record.
10. Depending in whether the designated Medical is or is not participating in the electronic system, one of the following two scenarios will occur:
  - ✓ If the **Designated Medical Certifier is participating** in the electronic system, a message regarding the status of designation (success or failure) will be displayed -



Click '**OK**' to close the message. If designation fails, repeat the designation process by returning to and following Step 4 above.

- ✓ If the **Designated Medical Certifier is NOT participating** in the electronic system, a message indicating that the designated Medical Certifier is not participating in the system will be displayed.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>86 of 208</b>	

**Designate Medical Certifier**

Your selected medical certifier is found as non-Participating.  
To complete the designation process, the death certificate worksheet is ready to print.

Ok
Cancel

Clicking '**Cancel**' will take you back to the Medical Certifier Designation Search screen. To print the Death Certificate Worksheet click '**OK**'. The Worksheet will open in a new PDF window as shown below:

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1027200892824AM627 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1027200892824AM627

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

1 / 1 78.6% Find

**State of Idaho  
DEATH CERTIFICATE WORKSHEET**

<b>DECEDENT</b> TYPE OR PRINT IN PERMANENT BLACK INK. DO NOT USE FELT TIP PEN.  <b>DISPOSITION</b>	<table style="width: 100%;"> <tr> <td colspan="2">* 1. DECEDENT'S LEGAL NAME (Include AKA's if any) (First, Middle, Last, Suffix) <b>LUKE ADOLF SKYWALKER</b></td> <td>2. SEX <b>MALE</b></td> <td>3. SOCIAL SECURITY NUMBER <b>881-61-1841</b></td> </tr> <tr> <td>4a. AGE-Last Birthday <b>35</b> (Years)</td> <td>4b. UNDER 1 YEAR Months Days Hours Minutes</td> <td>4c. UNDER 1 DAY Hours Minutes</td> <td>5. DATE OF BIRTH (Mo/Day/Yr) <b>01/01/1978</b></td> </tr> <tr> <td colspan="2">6. BIRTHPLACE (City and State, Territory, or Foreign Country) <b>KAMIAH, IDAHO</b></td> <td colspan="2">16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY <b>ACCENT FUNERAL HOME, 1303 NORTH MAIN STREET MERIDIAN, ID 83642</b></td> </tr> <tr> <td colspan="2">           14. METHOD OF DISPOSITION  <input checked="" type="checkbox"/> Burial    <input type="checkbox"/> Cremation  <input type="checkbox"/> Donation    <input type="checkbox"/> Entombment  <input type="checkbox"/> Removal from Idaho    <input type="checkbox"/> Other (Specify) _____         </td> <td colspan="2">           15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place)  <b>JOHN DAY CEMETERY, HIGHWAY 28 BLOOMINGTON, ID 83444</b> </td> </tr> <tr> <td colspan="2">* 17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH <b>ELECTRONICALLY FILED: GAUKRAY PRABHU</b></td> <td>* 17b. LICENSE NUMBER (Of licensee) <b>1234</b></td> <td>18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</td> </tr> </table>	* 1. DECEDENT'S LEGAL NAME (Include AKA's if any) (First, Middle, Last, Suffix) <b>LUKE ADOLF SKYWALKER</b>		2. SEX <b>MALE</b>	3. SOCIAL SECURITY NUMBER <b>881-61-1841</b>	4a. AGE-Last Birthday <b>35</b> (Years)	4b. UNDER 1 YEAR Months Days Hours Minutes	4c. UNDER 1 DAY Hours Minutes	5. DATE OF BIRTH (Mo/Day/Yr) <b>01/01/1978</b>	6. BIRTHPLACE (City and State, Territory, or Foreign Country) <b>KAMIAH, IDAHO</b>		16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY <b>ACCENT FUNERAL HOME, 1303 NORTH MAIN STREET MERIDIAN, ID 83642</b>		14. METHOD OF DISPOSITION <input checked="" type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Removal from Idaho <input type="checkbox"/> Other (Specify) _____		15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) <b>JOHN DAY CEMETERY, HIGHWAY 28 BLOOMINGTON, ID 83444</b>		* 17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH <b>ELECTRONICALLY FILED: GAUKRAY PRABHU</b>		* 17b. LICENSE NUMBER (Of licensee) <b>1234</b>	18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
* 1. DECEDENT'S LEGAL NAME (Include AKA's if any) (First, Middle, Last, Suffix) <b>LUKE ADOLF SKYWALKER</b>		2. SEX <b>MALE</b>	3. SOCIAL SECURITY NUMBER <b>881-61-1841</b>																		
4a. AGE-Last Birthday <b>35</b> (Years)	4b. UNDER 1 YEAR Months Days Hours Minutes	4c. UNDER 1 DAY Hours Minutes	5. DATE OF BIRTH (Mo/Day/Yr) <b>01/01/1978</b>																		
6. BIRTHPLACE (City and State, Territory, or Foreign Country) <b>KAMIAH, IDAHO</b>		16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY <b>ACCENT FUNERAL HOME, 1303 NORTH MAIN STREET MERIDIAN, ID 83642</b>																			
14. METHOD OF DISPOSITION <input checked="" type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Removal from Idaho <input type="checkbox"/> Other (Specify) _____		15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) <b>JOHN DAY CEMETERY, HIGHWAY 28 BLOOMINGTON, ID 83444</b>																			
* 17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH <b>ELECTRONICALLY FILED: GAUKRAY PRABHU</b>		* 17b. LICENSE NUMBER (Of licensee) <b>1234</b>	18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																		

**INSTRUCTIONS FOR MEDICAL CERTIFIER OF RECORD**

Please complete/verify the information listed below. By completing this worksheet and affixing your signature on item #39a, you hereby give permission for the funeral home of record as listed in item #16 to enter said information on your behalf into the Idaho Electronic Death Registration System (EDRS) for the deceased individual associated with this worksheet.

In lieu of funeral home staff entering medical information on your behalf, you may enroll and participate directly in the Idaho EDRS by contacting Idaho Vital Statistics at (208) 334-5978.

<b>PLACE OF DEATH</b>  <b>DATE OF DEATH</b>  <b>CAUSE OF DEATH</b>	<table style="width: 100%;"> <tr> <td colspan="2">* 19a. IF DEATH OCCURRED IN A HOSPITAL:  <input checked="" type="checkbox"/> Inpatient    <input type="checkbox"/> ER/Outpatient    <input type="checkbox"/> DCA    <input type="checkbox"/> Hospice facility    <input type="checkbox"/> Nursing home/Long term care facility    <input type="checkbox"/> Decedent's home    <input type="checkbox"/> Other (Specify) _____             </td> <td colspan="2">* 19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL:  <input type="checkbox"/> Decedent's home    <input type="checkbox"/> Nursing home/Long term care facility    <input type="checkbox"/> Hospice facility    <input type="checkbox"/> Other (Specify) _____             </td> </tr> <tr> <td colspan="2">* 20. Facility Name (if not facility, give street and number) <b>ONEIDA COUNTY HOSPITAL</b></td> <td colspan="2">* 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE <b>ONEIDA</b></td> </tr> <tr> <td>* 22. DATE OF DEATH (Mo/Day/Yr) (Spell month) <b>October 17, 2008</b></td> <td>* 23. TIME OF DEATH <b>10:00</b> (24hr)</td> <td>* 24. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) <b>October 17, 2008</b></td> <td>* 25. TIME PRONOUNCED DEAD <b>11:00</b> (24hr)</td> </tr> </table>	* 19a. IF DEATH OCCURRED IN A HOSPITAL: <input checked="" type="checkbox"/> Inpatient <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> DCA <input type="checkbox"/> Hospice facility <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Decedent's home <input type="checkbox"/> Other (Specify) _____		* 19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: <input type="checkbox"/> Decedent's home <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Hospice facility <input type="checkbox"/> Other (Specify) _____		* 20. Facility Name (if not facility, give street and number) <b>ONEIDA COUNTY HOSPITAL</b>		* 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE <b>ONEIDA</b>		* 22. DATE OF DEATH (Mo/Day/Yr) (Spell month) <b>October 17, 2008</b>	* 23. TIME OF DEATH <b>10:00</b> (24hr)	* 24. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) <b>October 17, 2008</b>	* 25. TIME PRONOUNCED DEAD <b>11:00</b> (24hr)
* 19a. IF DEATH OCCURRED IN A HOSPITAL: <input checked="" type="checkbox"/> Inpatient <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> DCA <input type="checkbox"/> Hospice facility <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Decedent's home <input type="checkbox"/> Other (Specify) _____		* 19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: <input type="checkbox"/> Decedent's home <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Hospice facility <input type="checkbox"/> Other (Specify) _____											
* 20. Facility Name (if not facility, give street and number) <b>ONEIDA COUNTY HOSPITAL</b>		* 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE <b>ONEIDA</b>											
* 22. DATE OF DEATH (Mo/Day/Yr) (Spell month) <b>October 17, 2008</b>	* 23. TIME OF DEATH <b>10:00</b> (24hr)	* 24. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) <b>October 17, 2008</b>	* 25. TIME PRONOUNCED DEAD <b>11:00</b> (24hr)										


**PART I. Enter the chain of events -- diseases, injuries, or complications -- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line.**


IMMEDIATE CAUSE (Final disease or condition resulting in death) → a. **PENDING** DUE TO (or as a consequence of):

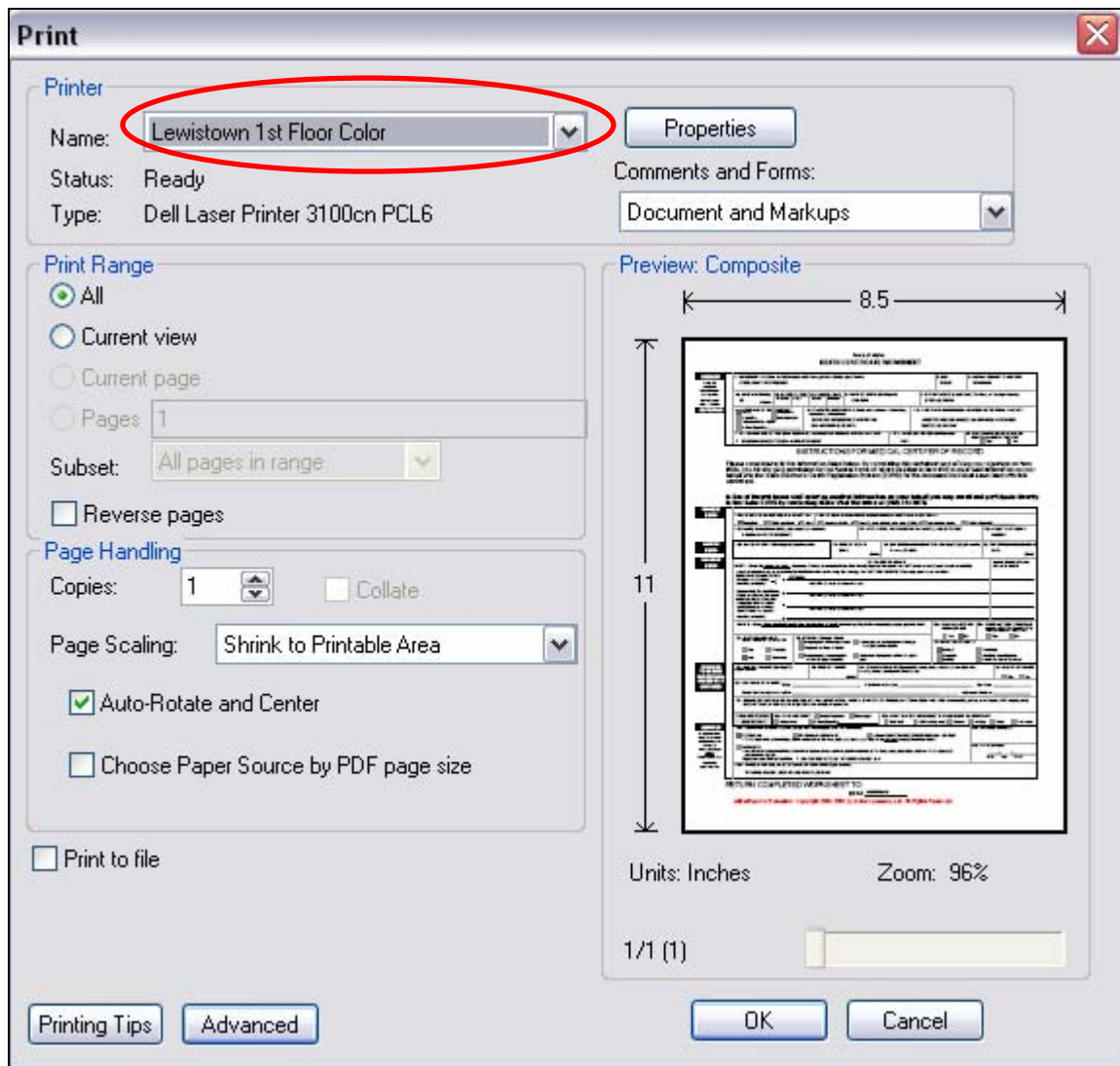
Sequentially list conditions, if any, leading to the cause listed on line a. Enter the b. \_\_\_\_\_ DUE TO (or as a consequence of):

Approximate Interval:  
Onset to Death

Done Unknown Zone

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>87 of 208</b>	

Click on the printer icon  to print the Death Certificate Worksheet. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



**Print**

**Printer**

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

**Page Handling**

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

Once the Death Certificate Worksheet has printed, click the **X** at the top right hand corner to close the PDF window.





	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>89 of 208</b>	

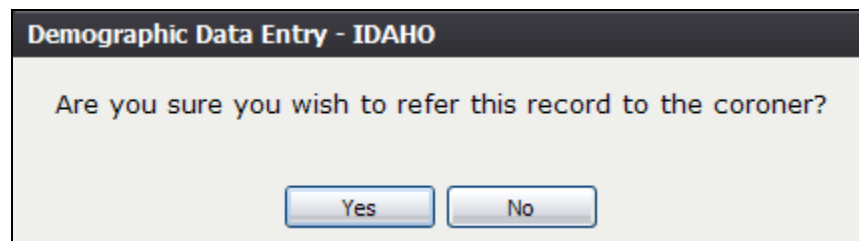
## 4.9. Coroner Referral

If a record has been designated to a participating Medical Certifier who is not a coroner and the record has already been medically certified, upon final review before Demographic Verification the funeral director may determine that the provided medical information indicates that the record might fall under the rules requiring a coroner to be the medical certifier. This determination is to be made by the coroner and since the coroner may or may not choose to become the Medical Certifier, removal of the existing medical certification (decertification) is undesirable.

For records that have been electronically medically certified but not yet demographically verified, an option to 'Refer to Coroner' will be enabled under Registration. The selected coroner's location may or may not be participating in the electronic system.

### 4.9.1. Refer to Coroner if Coroner's Location is Participating

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that needs Coroner Referral using the **Unresolved Work Queue** by setting the filter to **Demographic Verification Not Completed**.
3. Select the desired record from the work queue.
4. Select the **Registration/Refer to Coroner** menu item to refer the selected record to a coroner. The following message will be displayed:




**Demographic Data Entry - IDAHO**

Are you sure you wish to refer this record to the coroner?

Yes No

5. Click '**No**' to cancel the 'Refer to Coroner' process. Click '**Yes**' to open the following screen:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home</b> <b>Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>90 of 208</b>

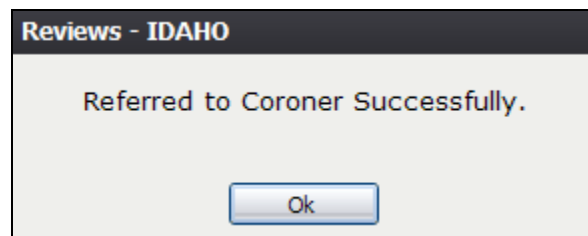
**Referral To Coroner**

Coroner Office:


Coroner:

Comment:

6. Select the Coroner's Office and Coroner from their respective drop-down lists, enter a comment if desired and click '**OK**'. The following message will be displayed:

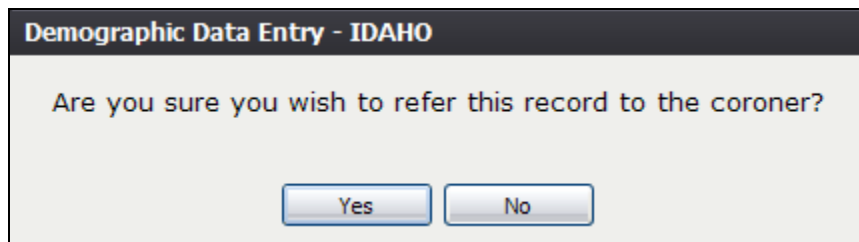


7. Click '**OK**' to complete the 'Refer to Coroner' process. The record will be marked with this coroner for referral (not as a medical owner but so that the record appears in that coroner's queue). The record will be flagged as 'Pending Coroner Review'
8. An email will be sent to the Coroner indicating that the record has been referred to him/her for review. The record will appear in the work queue at the Coroner Location and may either be accepted or declined by the Coroner.
9. If the Coroner accepts the case, he/she will de-certify the record and edit relevant information on it before certifying it. You will then need to Demographically Verify the record before it can be released to the State.  
If the Coroner declines the case, he/she will have to enter a mandatory comment indicating a reason for declining the record. You will be able to view the Coroner's comment before Demographically Verifying the record. This action will release the record to the State.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>91 of 208</b>

#### 4.9.2. Refer to Coroner if Coroner's Location is NOT Participating

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that needs Coroner Referral using the **Unresolved Work Queue** by setting the filter to **Demographic Verification Not Completed**.
3. Select the desired record from the work queue.
4. Select the **Registration/Refer to Coroner** menu item to refer the selected record to a coroner. The following message will be displayed:

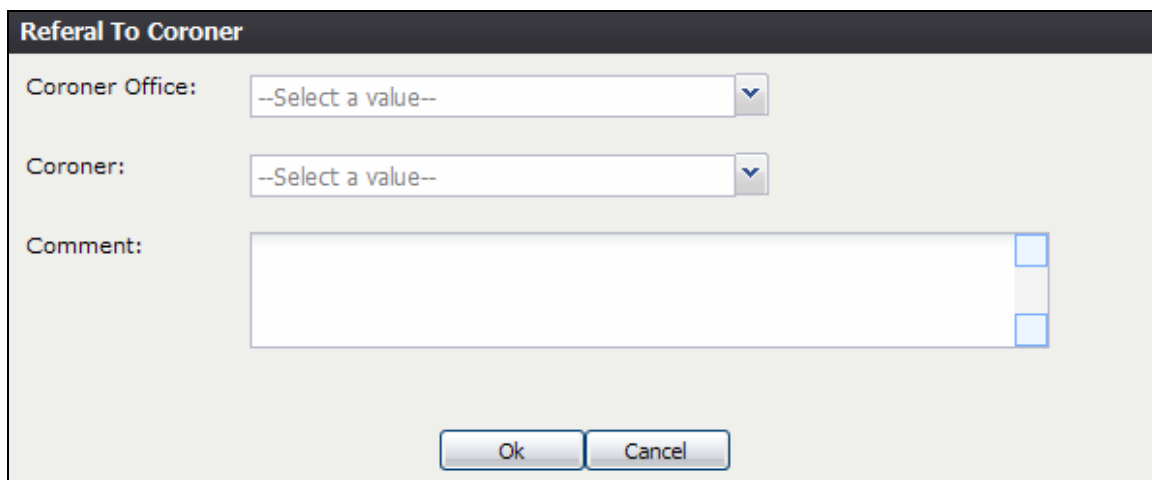


**Demographic Data Entry - IDAHO**

Are you sure you wish to refer this record to the coroner?

Yes No

5. Click '**No**' to cancel the 'Refer to Coroner' process. Clicking '**Yes**' will open the following screen:



**Referal To Coroner**


Coroner Office:

Coroner:

Comment:

Ok Cancel


6. Select the Coroner's Office and Coroner from their respective drop-down lists, enter a comment if desired and click '**OK**'. The system will display a message indicating that the Coroner is not participating electronically and will provide an option to print a death certificate worksheet with only the demographic information filled in so the coroner can complete the medical part of it and

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>92 of 208</b>

also a Death Certificate abstract containing all of the current information to be provided to the coroner for reference.

7. If you choose to print the above, the field 'Was Coroner contacted due to Cause of Death' on the Demographic 4 tab is set to 'Yes' and the Record is marked as 'Pending Coroner Review'.
8. If the Non-participating Coroner indicates that the case should be a coroner case, you will need to contact the original Medical Certifier and request de-certification of the record in question. Once de-certification is completed, re-designate the record to the Non-participating Coroner, complete Proxy Medical data entry once the Coroner returns the completed Death Certificate Worksheet and perform Demographic Verification.

If the Non-participating Coroner indicates that the case is not a coroner case, you will need to enter a comment in the Comments tab indicating the Coroner's response before demographically verifying the record. Once Demographic Verification is complete, remove the 'Pending Coroner Review' flag on the record.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>93 of 208</b>


## 4.10. Print/Re-print Death Certificate Worksheet

The death certificate worksheet is generated by a participating funeral home when the medical certifier is not participating. The worksheet is manually provided to the medical certifier to be completed, signed and returned to the funeral home. The funeral home then completes data entry of the medical items using information provided on the worksheet. When the funeral director electronically verifies the record they must also make an attestation confirming that they have in their possession the signed worksheet from the medical certifier.

If the funeral home designates the record to a non-participating medical certifier the system will force printing of the Death Certificate worksheet from within the designation process. Once the record has been designated to a non-participating medical certifier, the option to print the death certificate worksheet will also enable within the demographic data entry process.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that needs designation of a Medical Certifier using the **Unresolved Work Queue** by setting the filter to **Medical Certifier Office Not Designated**.
3. Select the desired record from the work queue.
4. Select the **Registration/Designate Medical Certifier** menu item to initiate the search/selection process. If the selected record has already been Medically Certified, the message 'This record has already been Medically Certified' will be displayed:

If the record has not been medically certified the Medical Certifier Designation Search screen will appear:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>94 of 208</b>


**Medical Certifier Designation Search**

Certifier Type
--Select a value--

First Name:
Middle Name:
Last Name:
License:

Designate
Search
Cancel

5. Select Medical **Certifier Type** from the drop-down list.
6. Enter all available Medical Certifier Information:
  - a. First Name
  - b. Middle Name
  - c. Last Name
  - d. License Number
7. Click on '**Search**'.
8. Select appropriate medical certifier from list presented in the grid by clicking on the appropriate row.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>95 of 208</b>

**Medical Certifier Designation Search**

Certifier Type:

First Name:  Middle Name:  Last Name:  License:


First Name	Middle Name	Last Name	OfficeName	Address	Town
DALE	H.	SMITH	SMITH, DALE H. ...		IDAHO FALLS
DAVID	HARLIN	SMITH	SMITH, DAVID H...	235 WEST 13TH ...	IDAHO FALLS
JOHN	W.	SMITH	SMITH, JOHN W. ...		SANDPOINT
RICHARD	M.	SMITH	SMITH, RICHARD ...		TWIN FALLS
ROBERT	S.	SMITH	SMITH, ROBERT ...	3100 CRESCENT ...	BOISE
S.	WAYNE	SMITH	SMITH, S. WAYN...	5414 WEST OLD ...	POCATELLO
CARL	B.	SMITHSON	SMITHSON, CAR...		BOISE
E.	C.	SMITH	SMITH, E. C. MED ...		SPOKANE

- Click on '**Designate**' to assign Medical Certifier and Practice Location on the death record.
- A message indicating that the designated Medical Certifier is not participating in the system will be displayed.

**Designate Medical Certifier**

Your selected medical certifier is found as non-Participating.  
To complete the designation process, the death certificate worksheet is ready to print.

Clicking '**Cancel**' will take you back to the Medical Certifier Designation Search screen. To print the Death Certificate Worksheet click '**OK**'. The Worksheet will open in a new PDF window as shown below:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>96 of 208</b>	

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1027200892824AM627 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1027200892824AM627

File Edit Go To Favorites Help

78.6%

Find

### State of Idaho DEATH CERTIFICATE WORKSHEET

<b>DECEDENT</b> TYPE OR PRINT IN PERMANENT BLACK INK DO NOT USE FELT TIP PEN	1. DECEDENT'S LEGAL NAME (Include AKA's if any) (First, Middle, Last, Suffix) <b>LUKE ADOLF SKYWALKER</b>		2. SEX <b>MALE</b>	3. SOCIAL SECURITY NUMBER <b>891-61-1841</b>
	4a. AGE-Last Birthday <b>35</b> (Years)	4b. UNDER 1 YEAR Months Days	4c. UNDER 1 DAY Hours Minutes	5. DATE OF BIRTH (Mo/Day/Yr) <b>01/01/1979</b>
<b>DISPOSITION</b> <input checked="" type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Removal from Idaho <input type="checkbox"/> Other (Specify)	16. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) <b>JOHN DAY CEMETERY, HIGHWAY 25 BLOOMINGTON, ID 83464</b>		18. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY <b>ACCENT FUNERAL HOME, 1303 NORTH MARY STREET MERIDIAN, ID 83642</b>	
	17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH <b>ELECTRONICALLY FILED: GAURAV PRABHU</b>		17b. LICENSE NUMBER (Of licensee) <b>1134</b>	18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**INSTRUCTIONS FOR MEDICAL CERTIFIER OF RECORD**

Please complete/verify the information listed below. By completing this worksheet and affixing your signature on item #39a, you hereby give permission for the funeral home of record as listed in item #16 to enter said information on your behalf into the Idaho Electronic Death Registration System (EDRS) for the deceased individual associated with this worksheet.

In lieu of funeral home staff entering medical information on your behalf, you may enroll and participate directly in the Idaho EDRS by contacting Idaho Vital Statistics at (208) 334-5978.

<b>PLACE OF DEATH</b>   <b>DATE OF DEATH</b>  <b>CAUSE OF DEATH</b>	* 19a. IF DEATH OCCURRED IN A HOSPITAL: <input checked="" type="checkbox"/> Inpatient <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> DCA <input type="checkbox"/> Hospice facility <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Decedent's home <input type="checkbox"/> Other (Specify) _____		* 19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: * 20. Facility Name (if not facility, give street and number) <b>ONEIDA COUNTY HOSPITAL</b>	
	* 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE <b>ONEIDA</b>		* 22. COUNTY OF DEATH <b>ONEIDA</b>	
* 23. DATE OF DEATH (Mo/Day/Yr) (Spell month) <b>October 17, 2008</b>		24. TIME OF DEATH <b>10:00</b> (24hr)	25. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) <b>October 17, 2008</b>	26. TIME PRONOUNCED DEAD <b>11:00</b> (24hr)

27. CAUSE OF DEATH


PART I. Enter the chain of events - diseases, injuries, or complications - that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:

IMMEDIATE CAUSE (Final disease or condition resulting in death) → a. **PENDING** DUE TO (or as a consequence of):


Sequentially list conditions, if any, leading to the cause listed on line a. Enter the b. \_\_\_\_\_ DUE TO (or as a consequence of):

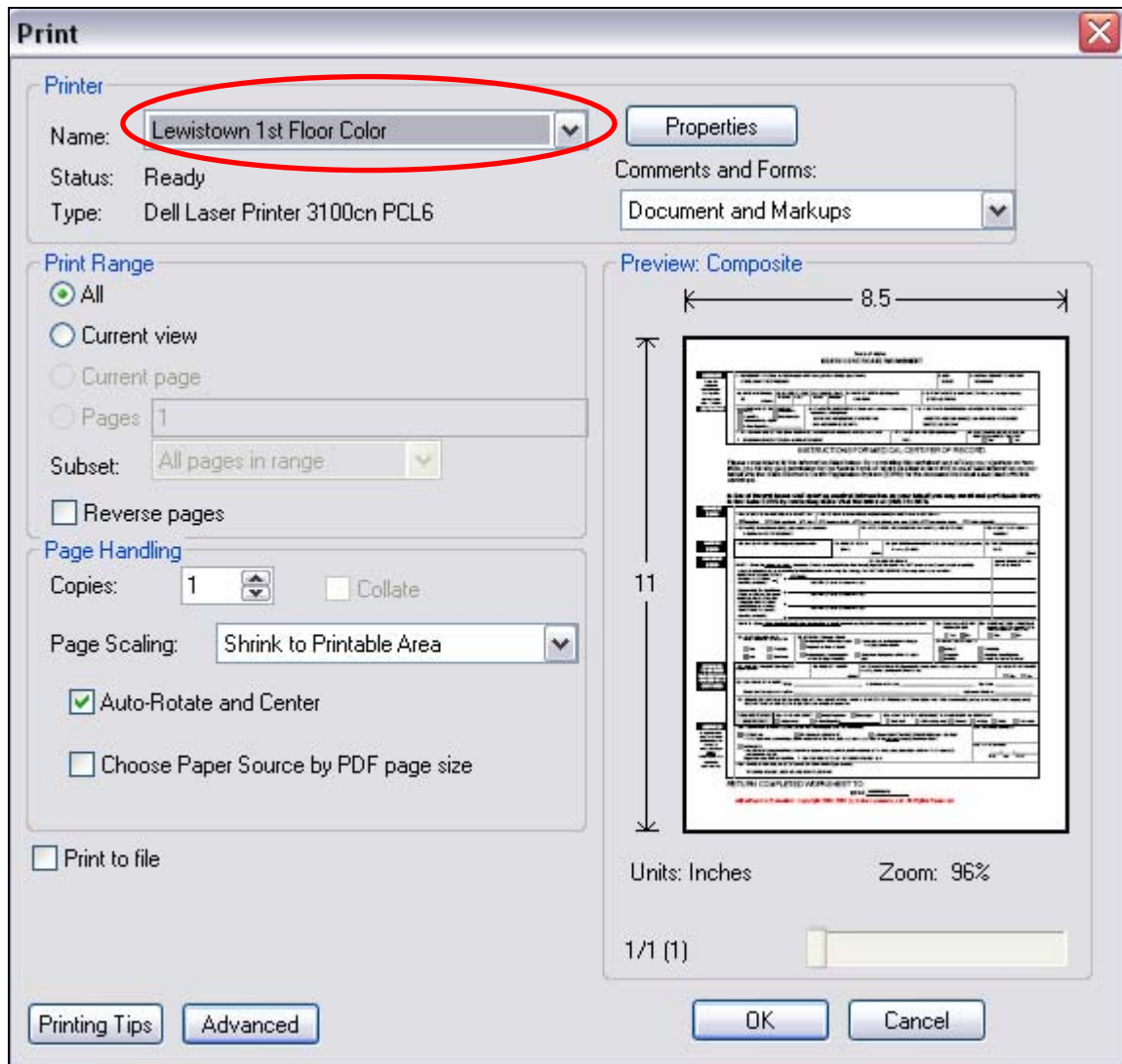
Approximate Interval: Onset to Death

Done Unknown Zone


11. Click on the printer icon  to print the Death Certificate Worksheet. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>97 of 208</b>



12. Once the Death Certificate Worksheet has printed, click the **X** at the top right hand corner to close the PDF window.
13. Once Designation is complete, an option to print the Death Certificate Worksheet will also become enabled under the Registration menu by selecting the **Registration/Print/DTP** menu item. This will allow you to re-print the Worksheet. However, the ability to print the death certificate worksheet for a given record will become unavailable once the record has been demographically verified.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>98 of 208</b>

14. If you attempt to print the worksheet manually when the designated medical certifier is participating, the following warning message will appear and require a response before the worksheet prints:

*The medical certifier designated on this record is participating electronically. A death certificate worksheet should not be printed unless there is some reason that the medical certifier cannot complete this record directly in the system. A worksheet should only be generated if the medical certifier is not participating in the electronic system. Are you sure you wish to print a death certificate worksheet?*

*OK Cancel*

Click '**OK**' to print the Worksheet. Click '**Cancel**' to terminate the Death Certificate Worksheet printing process.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>99 of 208</b>	

## 4.11. Proxy Medical Data Entry

Data fields that are categorized as Medical are positioned on separate data entry tabs from those that are categorized as Demographic. Demographic data entry will support capture of all fields (demographic and medical) with the following rules applying to the tabs that contain the medical fields.


Fields on the medical tabs will be enabled for data entry within demographic data entry unless one of the following is true:

- ✓ The record has been saved by a user who accessed the record from the medical data entry process
- ✓ The record has been saved by a user who accessed the record from the general data entry process

**Note:** if the record is designated to a medical certifier at a different medical location after having been saved at a medical location, the medical tabs on the record **will** be enabled for data entry.

This approach supports data entry of the medical section of the record by funeral homes when the medical certifier is not participating and provides the information needed to the funeral home on the Death Certificate Worksheet. When the medical data entry has been completed by a user logged in under a funeral home location and the record has not been medically certified by a medical location, an additional attestation is required when the record is electronically signed (demographic verification) by the funeral director. Refer to [4.12 Demographic Verification](#) for details.


1. Follow the steps to print a Death Certificate Worksheet for a record as outlined in section [4.8 Print/Reprint Death Certificate Worksheet](#).
2. Once this worksheet is completed by the non-participating medical certifier and returned to you, proceed to complete data entry on the 3 Medical tabs associated with the record. For more information on performing Medical Data Entry, refer to section [4.19 Medical Data Entry Tips](#).

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>100 of 208</b>

## 4.12. Print full Death Abstract

This option allows the demographic data entry user to print an abstract version of the Idaho death certificate containing as much information as has been captured for both the demographic and medical sections. An 'UNOFFICIAL' watermark will print on the background of the form. This form will be associated with the demographic data entry process and may be printed at any time.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Retrieve the desired record using the [Work Queue Search](#) or the [Search Screen](#).
3. Select the **Registration/Print/Death Certificate Abstract** menu item.
4. The message 'Report is ready for printing' will be displayed. Click '**OK**'. The form will open in a new PDF window as shown below:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>101 of 208</b>	

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1092008112250AM419 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1092008112250AM419

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

78.6%

Find


### Idaho UNOFFICIAL DEATH CERTIFICATE ABSTRACT


THIS ABSTRACT IS NOT AN OFFICIAL IDAHO CERTIFICATE OF DEATH AND SHALL NOT BE USED AS PRIMA FACIE EVIDENCE OF THIS DEATH.

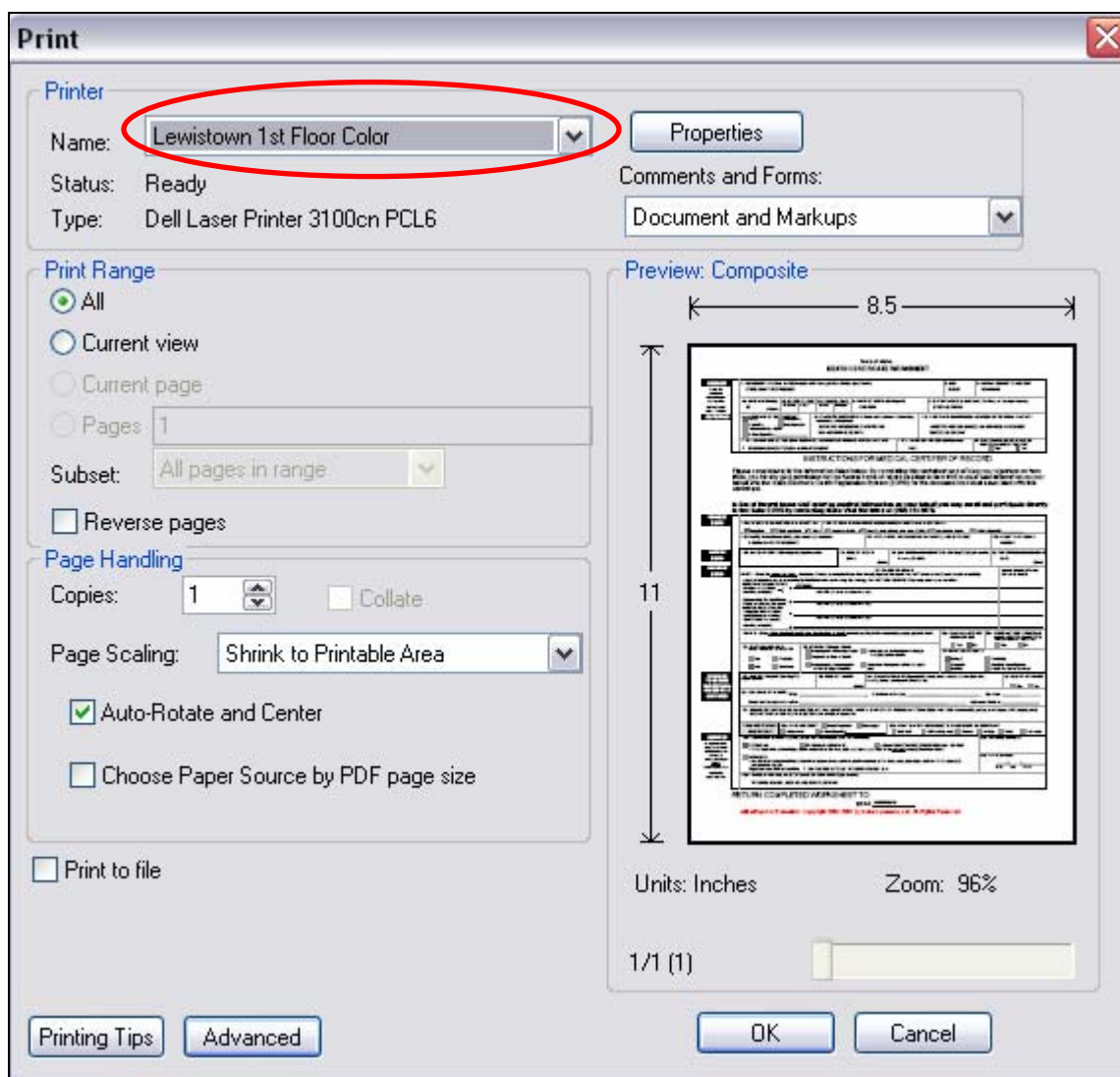
<p><b>DECEDENT</b></p> <p>TYPE OR PRINT IN PERMANENT BLACK INK. DO NOT USE FELT TIP PEN.</p> <p>FOR INSTRUCTIONS SEE HANDBOOKS</p> <p><b>PARENTS</b></p> <p><b>INFORMANT</b></p> <p><b>DISPOSITION</b></p> <p><b>PLACE OF DEATH</b></p>	* 1. DECEDENT'S LEGAL NAME (Include AKA's if any) (First, Middle, Last, Suffix) <b>JOHN PUBLIC</b>		2. SEX <b>MALE</b>	3. SOCIAL SECURITY NUMBER <b>654-32-1095</b>
	4a. AGE-Last Birthday <b>25</b> (Years)		4b. UNDER 1 YEAR Months: Days: Hours: Minutes:	
	4c. UNDER 1 DAY Hours: Minutes:		5. DATE OF BIRTH (Mo/Day/Yr) <b>01/01/1999</b>	
	6. BIRTHPLACE (City and State, Territory, or Foreign Country) <b>BOISE, IDAHO</b>		7a. CITY OR TOWN <b>BOISE</b>	
	7b. RESIDENCE - STATE OR FOREIGN COUNTRY <b>IDAHO</b>		7c. COUNTY <b>ADA</b>	
	7d. STREET AND NUMBER <b>15 NOOSE STREET</b>		7e. APT. NO. 	
	7f. ZIP CODE <b>83701</b>		7g. INSIDE CITY LIMITS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	8. MARITAL STATUS AT TIME OF DEATH <input type="checkbox"/> Married <input type="checkbox"/> Married, but separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input checked="" type="checkbox"/> Never married <input type="checkbox"/> Unknown			
	9. SURVIVING SPOUSE'S NAME (if wife, give maiden name)			
	10. EVER IN U.S. ARMED FORCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
11a. FATHER'S NAME (First, Middle, Last, Suffix) <b>JOHN Q PUBLIC</b>		11b. BIRTHPLACE (State, Territory, or Foreign Country) <b>IDAHO</b>		
12a. MOTHER'S MAIDEN NAME (First, Middle, Last, Suffix) <b>JANE PUBLIC</b>		12b. BIRTHPLACE (State, Territory, or Foreign Country) <b>IDAHO</b>		
13a. INFORMANT'S NAME (Type or print) <b>JAKE EVAN</b>		13b. RELATIONSHIP TO DECEDENT <b>FAMILY MEMBER</b>		
13c. MAILING ADDRESS (Street and Number, City, State, Zip Code)				
* 14. METHOD OF DISPOSITION <input type="checkbox"/> Burial <input checked="" type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Removal from Idaho <input type="checkbox"/> Other (Specify)		15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) <b>BLACKFOOT CREMATORY, 132 SOUTH SHELLING BLACKFOOT, ID 83211</b>		
* 16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY <b>ACCENT FUNERAL HOME, 1363 NORTH MARY STREET MERIDIAN, ID 83642</b>		* 17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH <b>ELECTRONICALLY FILED: GAURAV PRASRU</b>		
* 17b. LICENSE NUMBER (Of licensee) <b>1234</b>		18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
PLACE OF DEATH (19-22)				
* 19a. IF DEATH OCCURRED IN A HOSPITAL: <input checked="" type="checkbox"/> Inpatient <input type="checkbox"/> ER/Outpatient <input type="checkbox"/> DOA		* 19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: <input type="checkbox"/> Hospice facility <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Decedent's home <input type="checkbox"/> Other (Specify)		
* 20. FACILITY NAME (if not facility, give street and number) <b>BINGHAM MEMORIAL HOSPITAL</b>		* 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE <b>BLACKFOOT, ID 83211</b>		
* 22. COUNTY OF DEATH <b>BINGHAM</b>				

Done

Unknown Zone

- Click on the printer icon  to print the Death Certificate Abstract. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>102 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Death Certificate Abstract has printed, click the **X** at the top right hand corner to close the PDF window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>103 of 208</b>	

## 4.13. Print BTP/Blank BTP


### Print BTP Form

A Funeral Director will be able to print a BTP form any time after the record has been saved.

1. Save the record you are currently processing if you wish to print a BTP or retrieve the desired record for which you wish to print a BTP using the [Work Queue Search](#) or the Search Screen.
2. Select the **Registration/Print/BTP** menu item.

Corresponding warning messages will be displayed if any of the following are true:

- ✓ *The method of disposition is cremation and the coroner has not electronically signed the cremation authorization*
  - ✓ *The method of disposition is not resolved*
  - ✓ *The medical certifier has not electronically signed the BTP (when applicable)*
3. If all of the above conditions are satisfied, the message 'Report is ready for printing' will be displayed. Click '**OK**'. The form will open in a new PDF window as shown below:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>104 of 208</b>

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1092008120841PM388 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=10

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

78.2%

Find

State of Idaho  
**AUTHORIZATION FOR FINAL DISPOSITION-TRANSIT PERMIT**

**DECEDENT**

1. DECEDENT'S LEGAL NAME (include AKA's if any) (First, Middle, Last, Suffix)  
JOHN FUBLIC

2. SEX  
MALE

3. SOCIAL SECURITY NUMBER  
654-32-1098

4a. AGE-Last Birthday  
28 (Years)

4b. UNDER 1 YEAR  
Months Days Hours Minutes

4c. UNDER 1 DAY  
Hours Minutes

5. DATE OF BIRTH (Mo/Day/Yr)  
01/01/1980

6. BIRTHPLACE (City and State, Territory, or Foreign Country)  
BOISE, IDAHO

**INSTRUCTIONS FOR COMPLETING PAPER DEATH CERTIFICATES**

\* At a minimum, complete items 1; 14; 16; 17a; 17b; 19a or 19b; 20; 21; 22; 23; and 39d for the 24-Hour Report and Authorization for Final Disposition

**24-HOUR REPORT OF DEATH**

If Certificate of Death is completed electronically, a paper 24-Hour Report does not need to be filed  
In all other cases, a Report of Death must be mailed to (or otherwise filed with) the Local Registrar of the district in which death occurred within 24 hours after taking possession of the body.

10. EVER IN U.S. ARMED FORCES?  
☐ Yes  
☒ No

**CERTIFICATE OF DEATH**

A completed death certificate must be filed with the Local Registrar where death occurred within five (5) days from the date of death.

19a. INFORMANT'S NAME (Type or print)  
JAKE RYAN

19b. RELATIONSHIP TO DECEDENT  
FAMILY MEMBER

19c. MAILING ADDRESS (Street and Number, City, State, Zip Code)

14. METHOD OF DISPOSITION  
☐ Burial  
☒ Cremation  
☐ Donation  
☐ Entombment  
☐ Removal from Idaho  
☐ Other (Specify)

15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place)  
BLACKFOOT CREMATORY, 152 SOUTH SHILLING  
BLACKFOOT, ID 83211

16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY  
ACCENT FUNERAL HOME, 1305 NORTH MAIN STREET  
MERIDIAN, ID 83642

17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH  
ELECTRONICALLY FILED- GAURAV PRASHU


17b. LICENSE NUMBER (Of licensee)  
1234

18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH?  
☒ Yes ☐ No


19a. IF DEATH OCCURRED IN A HOSPITAL:  
PLACE OF DEATH (19-22)

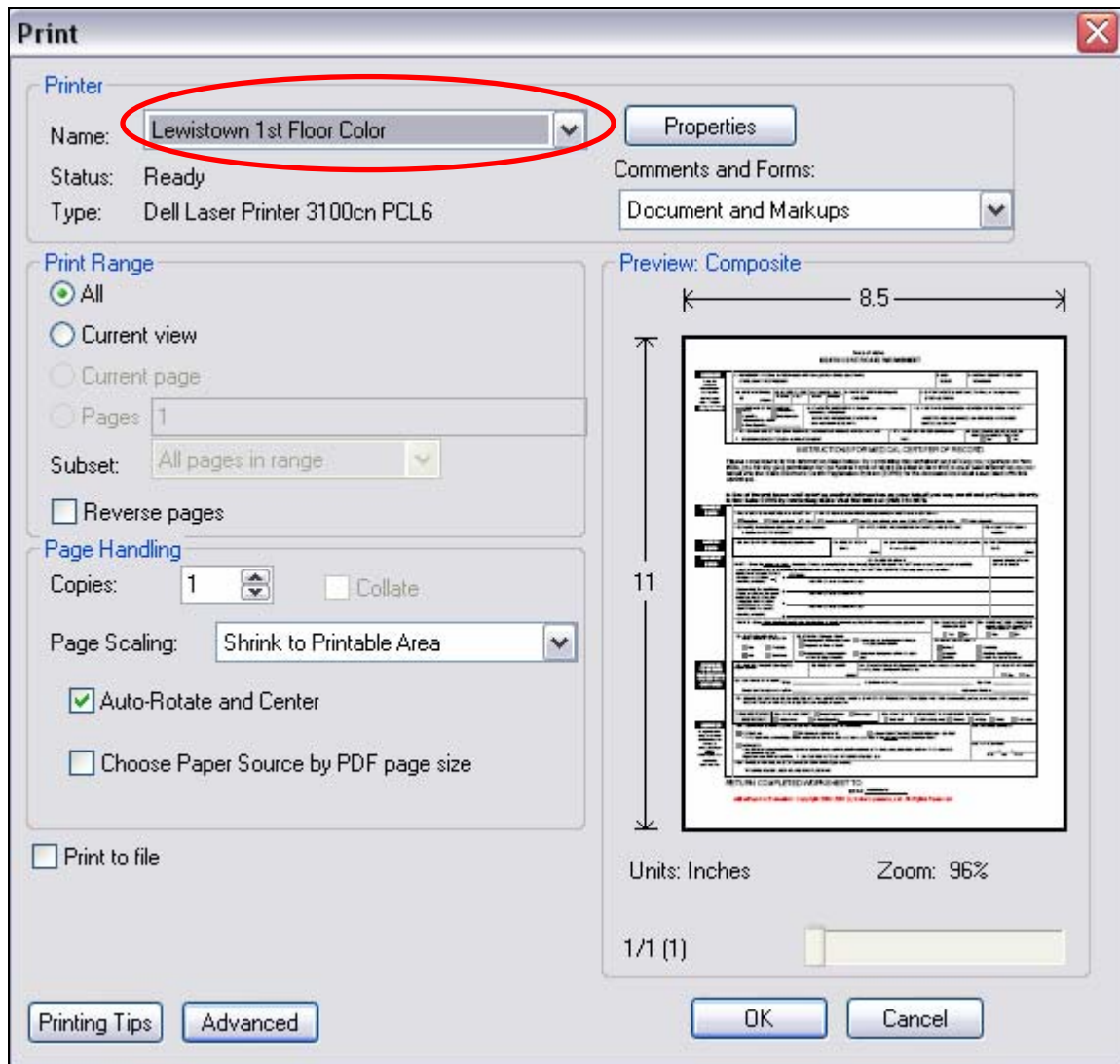
19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL:  
Unknown Zone

Done

4. Click on the printer icon  to print the BTP form. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>105 of 208</b>



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Printing Tips Advanced OK Cancel

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

- Once the BTP Form has printed, click the **X** at the top right hand corner to close the PDF window.

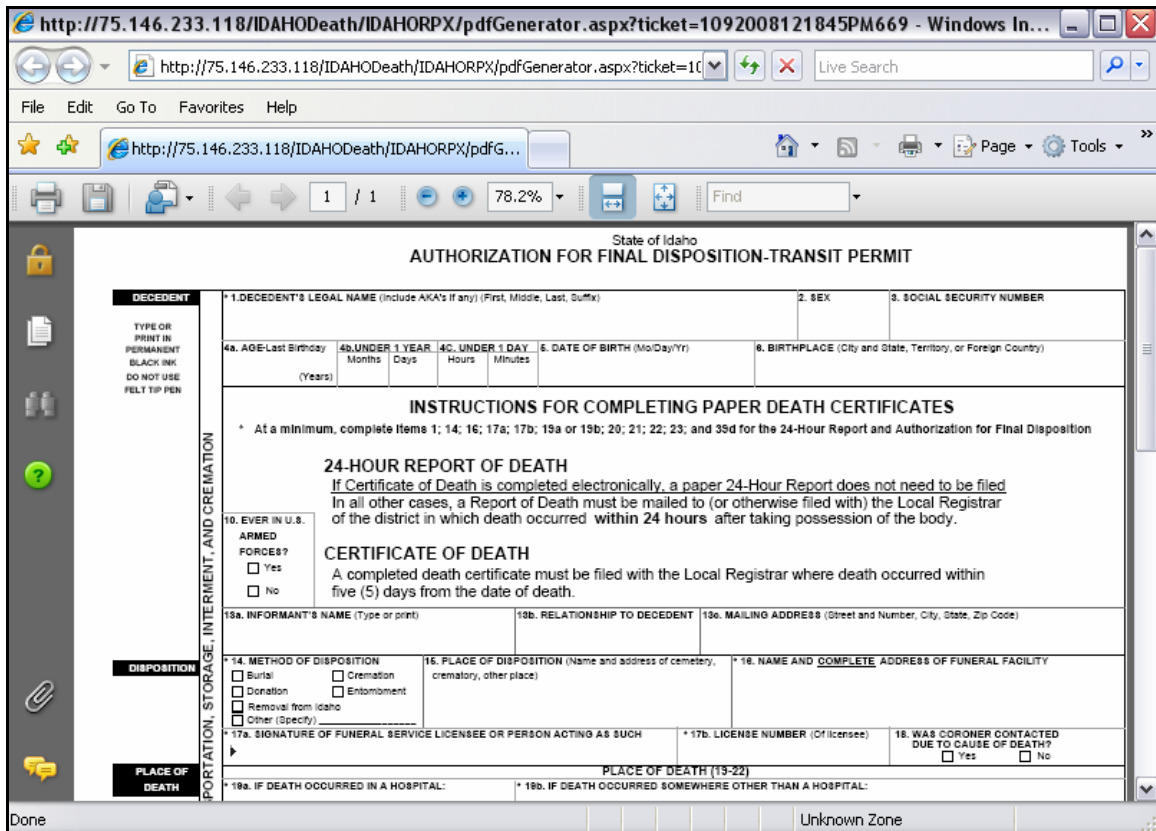
## Print Blank BTP Form

A Funeral Director will be able to print a Blank BTP form at any time.

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Registration/Print/Blank BTP** menu item.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>106 of 208</b>	

3. The message 'Report is ready for printing' will be displayed. Click 'OK'. The form will open in a new PDF window as shown below:



State of Idaho  
**AUTHORIZATION FOR FINAL DISPOSITION-TRANSIT PERMIT**

**DECEDENT**

1. DECEDENT'S LEGAL NAME (Include AKA's if any) (First, Middle, Last, Suffix) 2. SEX 3. SOCIAL SECURITY NUMBER

4a. AGE-Last Birthday 4b. UNDER 1 YEAR 4c. UNDER 1 DAY 5. DATE OF BIRTH (Mo/Day/Yr) 6. BIRTHPLACE (City and State, Territory, or Foreign Country)

(Years) Months Days Hours Minutes

**INSTRUCTIONS FOR COMPLETING PAPER DEATH CERTIFICATES**

\* At a minimum, complete items 1; 14; 16; 17a; 17b; 19a or 19b; 20; 21; 22; 23; and 39d for the 24-Hour Report and Authorization for Final Disposition

**24-HOUR REPORT OF DEATH**

If Certificate of Death is completed electronically, a paper 24-Hour Report does not need to be filed  
In all other cases, a Report of Death must be mailed to (or otherwise filed with) the Local Registrar of the district in which death occurred **within 24 hours** after taking possession of the body.

**CERTIFICATE OF DEATH**

A completed death certificate must be filed with the Local Registrar where death occurred within five (5) days from the date of death.

10. EVER IN U.S. ARMED FORCES? ☐ Yes ☐ No

17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH \* 17b. LICENSE NUMBER (Of licensee) 18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? ☐ Yes ☐ No

**DISPOSITION**


14. METHOD OF DISPOSITION ☐ Burial ☐ Cremation ☐ Donation ☐ Entombment ☐ Removal from Idaho ☐ Other (Specify) \_\_\_\_\_


15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) 16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY

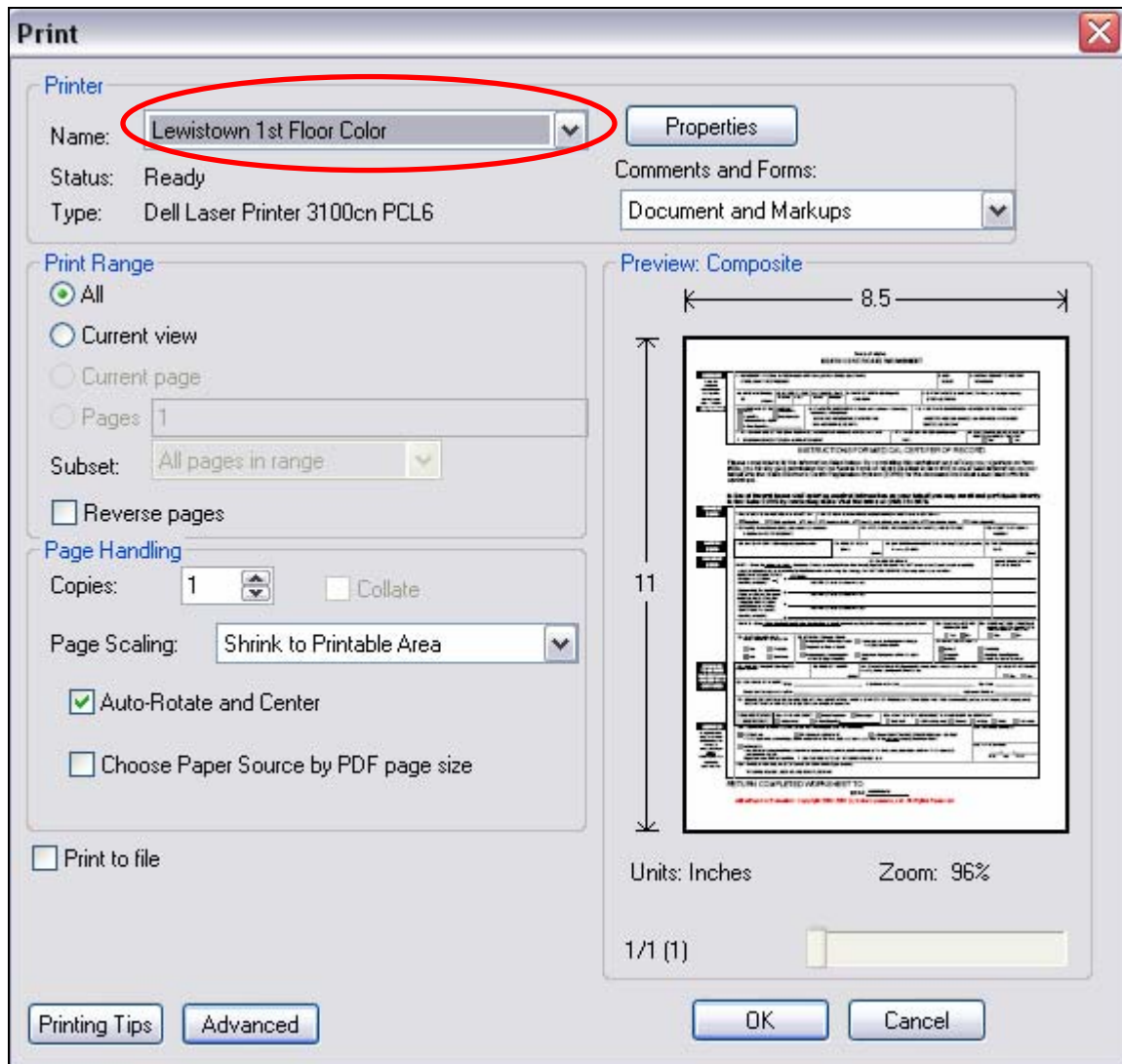
**PLACE OF DEATH**

19a. IF DEATH OCCURRED IN A HOSPITAL: 19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL:

Done Unknown Zone

4. Click on the printer icon  to print the Blank BTP Form. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>107 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▲▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Blank BTP Form has printed, click the **X** at the top right hand corner to close the PDF window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>108 of 208</b>

## 4.14. Demographic Verification

This section describes different aspects of Demographic Verification and addresses certain implications of this process.

### Performing Demographic Verification

Demographic Verification is the electronic equivalent of signing the death certificate. Demographic verification cannot be performed until the entire death record is complete; all fields (including medical) must be resolved. If the designated medical certifier is participating, then medical certification is required before demographic verification can be performed. If the medical certifier is 'non-participating', then medical data entry fields must all be resolved and the verification process will include an additional attestation regarding the signed worksheet from the medical certifier. The Demographic Verification Screen displays the Decedent Name, Date of Death, Date of Birth, Gender and Place of Death to provide a means of insuring that the correct record has been reviewed. The screen also displays the name of the demographic verifier (funeral director) associated with the record.


**NOTE: Demographic Verification can ONLY be performed once Medical Certification has been completed, electronically or on paper.**

Thus, before demographic verification can be successfully performed at a Funeral Home, the following must be accomplished:

- ✓ Demographic Data Entry Fields must all be resolved
- ✓ Medical Data Entry fields must all be resolved
- ✓ If the record is associated with a **participating medical certifier** then electronic medical certification must be complete
 

If the record is associated with a **non-participating medical certifier** then medical certification must be complete on the Death Certificate Worksheet
- ✓ A request for SSN verification must have been submitted
- ✓ A record coming from demographic or medical data entry cannot have a date pronounced that is more than 365 days prior to the date verified by the Funeral Director. If the date pronounced is more than 365 days prior to the system date when demographic verification is done, the following message will be displayed:

*Date pronounced is more than 365 days ago. This is a delayed record and cannot be filed electronically. You may print a copy of this record on a death certificate form and obtain the required signatures or create an entirely new*


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>109 of 208</b>	

*death certificate manually. The record will remain in your work queue until it is manually filed at the State. Do you wish to print this record now?*

Yes No


Select **'Yes'** to close the message and print the record. If you select **'No'** the message will close without printing the record.

**Important Note:** A demographic verifier can only perform demographic verification on records that identify him/her on the record as the demographic verifier.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the desired record using the [Work Queue Search](#) by setting the unresolved work queue filter to **Demographic Verification Not Complete**.
3. Select a record from the Work Queue drop-down list.
4. When the appropriate record appears on the screen, click on the **'Demographic Verification'** icon  or select the **Registration/Demographic Verification** menu item to initiate the demographic verification process.
5. **If the medical certifier associated with the record is NOT participating**, then an attestation statement will appear on the verification screen and you will need to indicate that you agree with the attestation before you can verify the record. The following statement will be followed by the options to agree or disagree:

**Demographic Data Entry - IDAHO**

I agree that entry of my personal identification number to electronically verify this death record also constitutes an attestation to the fact that a death certificate worksheet signed by the medical certifier identified on this death record and reflecting the medical information contained on this death record is in my possession.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>110 of 208</b>

You must click '**Yes**' to agree to the above statement before continuing to the verification process. If you disagree, the system will exit the verification process and the record will remain unverified.

- If you agree to the attestation above or if the Medical Certifier for the record is participating the following screen will be displayed:

**Demographic Verification**

**General Information**

First Name: JASON Middle Name: Last Name: BOURNE Suffix:

**Death Information**

Date Of Death Type: ACTUAL


Date Of Death From: 10/05/2008 Date Of Death To: Date Of Birth: 01/01/1980 Gender: MALE

**Verifier Information**

Place Of Death: BOISE PREVENTIVE MEDICINE CLINIC Demographic Verifier: PRABHU, GAURAV

Preview Verify Cancel

- To view a print preview of the Unofficial Death Certificate Abstract, click on the '**Preview**' button. A message 'Ready to Print' will be displayed. Click '**OK**' to preview the Death Abstract. If desired, you may print this Abstract.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>111 of 208</b>	

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=108200834235PM550 - Windows Int...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=108200834235PM550

File Edit Go To Favorites Help


http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

1 / 1 78.6% Find


**Idaho**  
**UNOFFICIAL DEATH CERTIFICATE ABSTRACT**  
THIS ABSTRACT IS NOT AN OFFICIAL IDAHO CERTIFICATE OF DEATH AND SHOULD NOT BE USED AS PRIMA FACIE EVIDENCE OF THIS DEATH

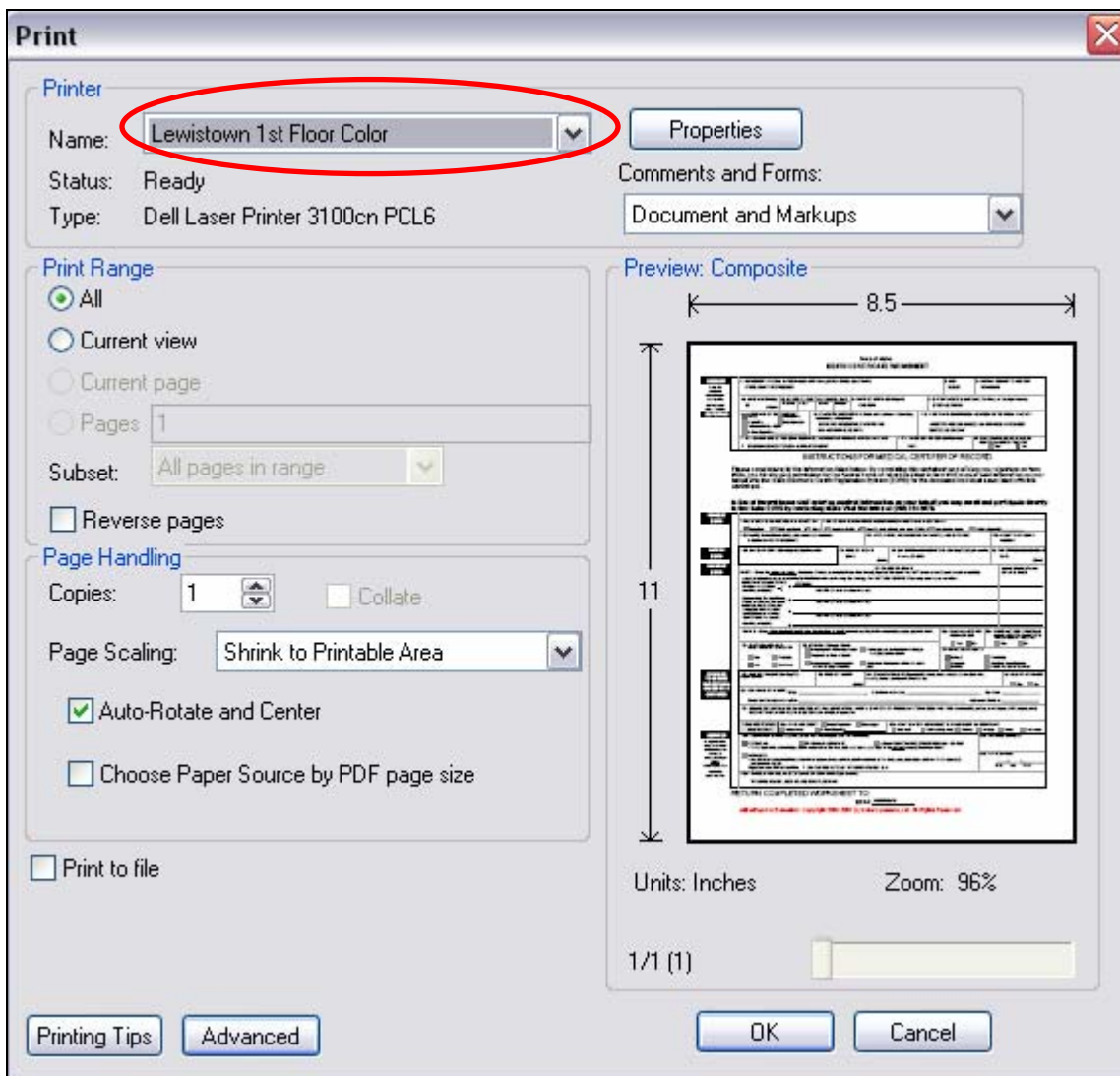
<b>DECEDENT</b>	* 1. DECEDENT'S LEGAL NAME (include AKA's if any) (First, Middle, Last, Suffix) JASON BOEUNE	2. SEX MALE	3. SOCIAL SECURITY NUMBER 876-54-3219
TYPE OR PRINT IN PERMANENT BLACK INK DO NOT USE FELT TIP PEN	4a. AGE-Last Birthday 25 (Years)	4b. UNDER 1 YEAR Months	4c. UNDER 1 DAY Hours Minutes
FOR INSTRUCTIONS SEE HANDBOOKS	6. DATE OF BIRTH (Mo/Day/Yr) 01/01/1983	8. BIRTHPLACE (City and State, Territory, or Foreign Country) BOISE, IDAHO	
	7a. RESIDENCE - STATE OR FOREIGN COUNTRY IDAHO	7b. COUNTY ADA	7c. CITY OR TOWN BOISE
	7d. STREET AND NUMBER 1 CHARLES ST	7e. APT. NO. 83761	7f. ZIP CODE 83761
	8. MARITAL STATUS AT TIME OF DEATH <input type="checkbox"/> Married <input type="checkbox"/> Married, but separated <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Divorced <input type="checkbox"/> Never married <input type="checkbox"/> Unknown	9. SURVIVING SPOUSE'S NAME (if wife, give maiden name) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PARENTS</b>	10. EVER IN U.S. ARMED FORCES? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	11a. FATHER'S NAME (First, Middle, Last, Suffix) ROBERT CARLOS	11b. BIRTHPLACE (State, Territory, or Foreign Country)
	12a. MOTHER'S MAIDEN NAME (First, Middle, Last, Suffix) JANINE CARLOS	12b. BIRTHPLACE (State, Territory, or Foreign Country)	
<b>INFORMANT</b>	13a. INFORMANT'S NAME (Type or print) LOGAN BEND	13b. RELATIONSHIP TO DECEDENT FAMILY MEMBER	13c. MAILING ADDRESS (Street and Number, City, State, Zip Code)
<b>DISPOSITION</b>	* 14. METHOD OF DISPOSITION <input checked="" type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Other (Specify)	15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) JONES FAMILY CEMETERY, 2 M. NORTH OF ROBERTS, ROBERTS, ID 83444	16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY ACCENT FUNERAL HOME, 1903 NORTH MAIN STREET, MERIDIAN, ID 83642
	* 17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH ELECTRONICALLY FILED: CAURAY PRABHU	* 17b. LICENSE NUMBER (Of licensee) 1234	18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>PLACE OF DEATH</b>	* 19a. IF DEATH OCCURRED IN A HOSPITAL: <input checked="" type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient <input type="checkbox"/> OOA	* 19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Decedent's home <input type="checkbox"/> Other (Specify)	
	* 20. FACILITY NAME (if not facility, give street and number) BOISE PREVENTIVE MEDICINE CLINIC	* 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE BOISE, ID 83704	* 22. COUNTY OF DEATH ADA
<b>DATE OF DEATH</b>	* 23. DATE OF DEATH (Mo/Day/Yr) (Spell month) October 5, 2008	24. TIME OF DEATH 23:00 (24hr)	25. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) October 5, 2008
<b>CAUSE OF DEATH</b>	26. TIME PRONOUNCED DEAD 23:00 (24hr)	27. CAUSE OF DEATH PART I. Enter the chain of events -- diseases, injuries, or complications -- that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:	Approximate Interval: Onset to Death

Done Unknown Zone

Click on the printer icon  to print the Abstract. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>112 of 208</b>



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%

1/1 (1)


Printing Tips Advanced OK Cancel

- Once the Unofficial Death Certificate Abstract has printed, click the **X** at the top right hand corner to close the PDF window.

If you detect data that needs to be changed before the record is verified, the **'Cancel'** button will allow you to exit the Demographic Verification process. You can edit and resave the record before initiating the verify process again.

- To Demographically Verify the record, click the **'Verify'** button. The system will display a screen with the following statement: *'I verify that to the best of my knowledge the Demographic Information on this record is complete and accurate.'*



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>113 of 208</b>

**Verification**


I certify that to the best of my knowledge the Demographic Information on this record is complete and accurate.  
PIN:


10. Enter your PIN and click '**OK**'. If the PIN is valid, the following message will be displayed:


**Demographic Data Entry - IDAHO**

Record Verified Successfully.

11. When you click '**OK**' the record will be marked as verified and the following form will appear to support ordering of initial certified copies:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>114 of 208</b>





### Initial Certified Copies

Decedent Name:

Date of Death:  Place of Death:

Funeral Home Name:

Funeral Home Address: Street:

City:  State:  Zip:

Would you like to order copies of this record at this time?

(Please Note: If the cause or manner of death is 'pending', copies ordered now will reflect such. Full fees will be required for updated copies- no replacements)

Number of State Certified Copies: Regular Copies:  VA Copies:

Number of Local Issuance : Regular Copies:  VA Copies:

(Please Note: A total of 1 VA copy may be ordered and only if the armed services question is answered as 'Yes')

Copies requested on behalf of:

Name	Relationship to Decedent
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Send all State Copies to the Funeral Home at the above address?

Number of copies to be sent to the funeral home at the above address:

Remaining State copies to be sent to

Address:

City/Town:


State Abbreviation:

Zip:

For Local Issuance please specify the Local Office:


In signing this request, I attest I am ordering the certificate(s) on behalf of an individual that is legally authorized to receive said certificate(s) according to Idaho Code and Rules as an immediate family member, next of kin, or as a legal representative. The name and relationship of the person are specified above.


12. If you select '**No**' in response to the question '*Would you like to order copies of this record at this time?*' no copies will be ordered, the screen will close and you will be taken to the Demographic Data Entry screen 1. If you select '**Yes**' the fields shown on the form below will become enabled:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>115 of 208</b>

IDAHO Department of Health and Welfare		IDAHO DEPARTMENT OF HEALTH & WELFARE	
<b>Initial Certified Copies</b>			
Decedent Name:	<input type="text" value="JASON BOURNE"/>		
Date of Death:	<input type="text" value="10/05/2008"/>	Place of Death:	<input type="text" value="BOISE PREVENTIVE MEDICINE CLINIC"/>
Funeral Home Name:	<input type="text" value="ACCENT FUNERAL HOME"/>		
Funeral Home Address: Street:	<input type="text" value="1303 NORTH MAIN STREET"/>		
City:	<input type="text" value="MERIDIAN"/>	State:	<input type="text" value="IDAHO"/>
		Zip:	<input type="text" value="83642"/>
Would you like to order copies of this record at this time? <input type="button" value="Yes"/> <input type="button" value="No"/>			
<small>(Please Note: If the cause or manner of death is 'pending', copies ordered now will reflect such. Full fees will be required for updated copies - no replacements)</small>			
Number of State Certified Copies:	Regular Copies: <input type="text" value=""/>	VA Copies: <input type="text" value=""/>	
Number of Local Issuance:	Regular Copies: <input type="text" value=""/>	VA Copies: <input type="text" value=""/>	
<small>(Please Note: A total of 1 VA copy may be ordered and only if the armed services question is answered as 'Yes')</small>			
Copies requested on behalf of:			
	Name	Relationship to Decedent	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Send all State Copies to the Funeral Home at the above address? <input type="text" value="--Select a value--"/>			
Number of copies to be sent to the funeral home at the above address: <input type="text"/>			
Remaining State copies to be sent to:			
	Address: <input type="text"/>		
	City/Town: <input type="text"/>		
	State Abbreviation: <input type="text"/>		
	Zip: <input type="text"/>		
For Local Issuance please specify the Local Office: <input type="text" value="--Select a value--"/>			
<small>In signing this request, I attest I am ordering the certificate(s) on behalf of an individual that is legally authorized to receive said certificate(s) according to Idaho Code and Rules as an immediate family member, next of kin, or as a legal representative. The name and relationship of the person are specified above.</small>			
<input type="button" value="Verify"/> <input type="button" value="Cancel"/>			

13. Enter applicable information in the 'Number of State Certified Copies:' and 'Number of Local Issuance:' fields. Complete at least one row (Name and Relationship to Decedent) of the 'Copies requested on behalf of:' fields.
14. If you enter a value greater than 0 in the 'Regular Copies:' and/or 'VA Copies:' fields for 'Number of State Certified Copies:' - the 'Send all State Copies to the Funeral Home at the above address?' drop-down list will become enabled. If you select 'Yes', proceed to step 14. If you select 'No', the fields shown below will become enabled:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>116 of 208</b>




IDAHO DEPARTMENT OF  
HEALTH & WELFARE

Initial Certified Copies

Decedent Name:   
Date of Death:  Place of Death:   
Funeral Home Name:   
Funeral Home Address: Street:   
City:  State:  Zip:

Would you like to order copies of this record at this time?  

(Please Note: If the cause or manner of death is 'pending', copies ordered now will reflect such. Full fees will be required for updated copies- no replacements)

Number of State Certified Copies: Regular Copies:  VA Copies:   
Number of Local Issuance : Regular Copies:  VA Copies: 

(Please Note: A total of 1 VA copy may be ordered and only if the armed services question is answered as 'Yes')

Copies requested on behalf of:

Name	Relationship to Decedent
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Send all State Copies to the Funeral Home at the above address?

Number of copies to be sent to the funeral home at the above address:   
Remaining State copies to be sent to  
Address:   
City/Town:   
State Abbreviation:   
Zip:

For Local Issuance please specify the Local Office: 


In signing this request, I attest I am ordering the certificate(s) on behalf of an individual that is legally authorized to receive said certificate(s) according to Idaho Code and Rules as an immediate family member, next of kin, or as a legal representative. The name and relationship of the person are specified above.

15. Enter the required information. If you did not enter any values in the 'Number of Local Issuance:' fields proceed to step 14.

If you entered a value greater than 0 in the 'Regular Copies:' and/or 'VA Copies:' fields for 'Number of Local Issuance:' one of the following will occur:

- A) If the date pronounced on the record is more than 365 days prior to the system date, the system will provide the following warning and clear the values from both types of Local Copies:

*The date pronounced is more than 365 days ago. Local issuance copies cannot be requested electronically. Please request these local copies outside of the system.*

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>117 of 208</b>

- B) If the year of death on the record is not supported by a current State File Number sequencer, the system will provide the following warning and clear the values from both types of Local Copies:

*This record is classified as 'Overdue'. Local issuance copies cannot be requested electronically. Please request these local copies outside of the system.*

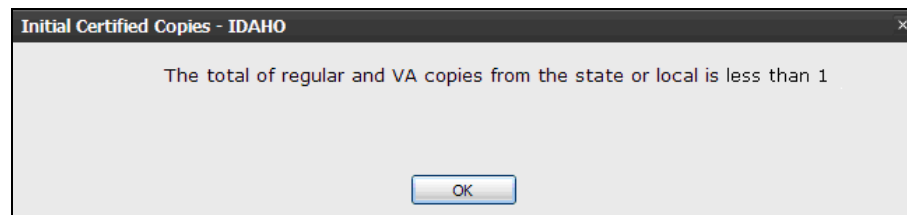
- C) If the record has been flagged as a 'Replacement' (in the NEW process, the system matched this record to an existing FILED 'Presumptive' record but 'Add NEW' was selected anyway ), the system will provide the following warning and clear the values from both types of Local Copies:

*This record is classified as a 'Replacement' because it appears to match a record that had already been filed as a Presumptive Death Record. Local issuance copies cannot be requested electronically. Please request these local copies outside of the system.*


- D) If the record does not have a date pronounced that is more than 365 days prior to the system date and the year of death is supported by a State File Number sequencer and the record has not been flagged as a 'Replacement', the 'For Local Issuance please specify the Local Office:' drop-down list will enable. Select a Local Registrar from the drop-down list.

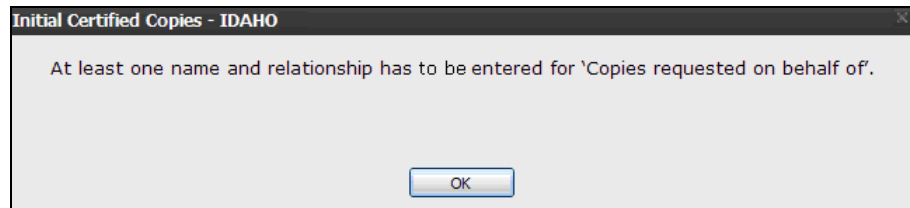
16. Click the '**Verify**' command button to complete the ordering process. The following conditions need to be true for the process to be completed:

- ✓ The total of Regular and VA copies from the state or local should be greater than 0. If the total is not greater than 0, the following message will be displayed:

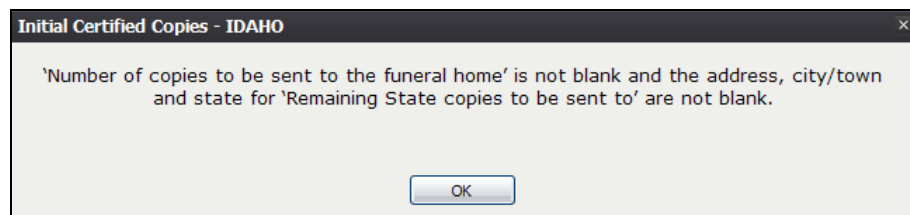


- ✓ At least one name and relationship has to be entered in the 'Copies requested on behalf of:' fields. If not, the following message will be displayed:

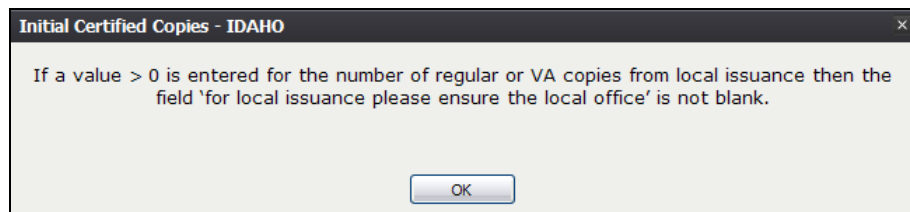
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>118 of 208</b>



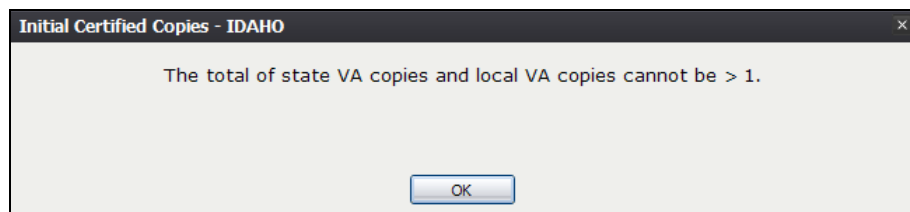
- ✓ If 'Send all State Copies to the Funeral Home at the above address?' is 'No' then 'Number of copies to be sent to the funeral home at the above address' should not be blank and the first three lines for 'Remaining State copies to be sent to' should not be blank. If they are blank, the following message will be displayed:




- ✓ If a value greater than 0 is entered for the number of regular or VA copies from local Issuance then the field 'For Local Issuance please specify the Local Office' should not be blank. If it is blank, the following message will be displayed:

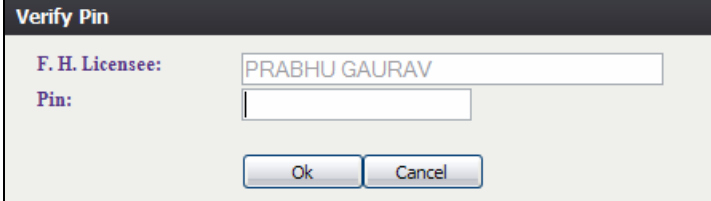


- ✓ The total of State VA copies and Local VA copies should not be greater than 1. If the total is greater than 1, the following message will be displayed:



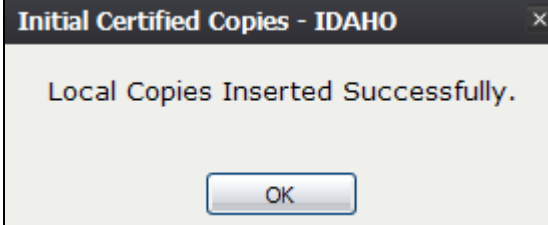
If all of the above conditions are satisfied, the system will ask for your PIN.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>119 of 208</b>




A dialog box titled "Verify Pin" with a dark header. It contains two labels: "F. H. Licensee:" and "Pin:". The "F. H. Licensee:" label is next to a text box containing "PRABHU GAURAV". The "Pin:" label is next to an empty text box. At the bottom are two buttons: "Ok" and "Cancel".

17. Enter your PIN and click '**OK**'. The following message will be displayed:



A dialog box titled "Initial Certified Copies - IDAHO" with a dark header and a close button (X) in the top right corner. The main text area says "Local Copies Inserted Successfully." in a blue font. At the bottom is an "OK" button.

18. Click '**OK**'. The order screen will close and you will be returned to demographic data entry screen 1. The record will be released to appear in Registration Review.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>120 of 208</b>

## 4.15. Medical Certification by Funeral Director

Funeral Directors will complete Medical Certification within demographic data entry to accommodate the electronic filing of records for a non-participating Medical Certifiers.


In this case, the Funeral Director will certify the record before demographically verifying it by attesting to the fact that he/she has in his/her possession a Death Certificate Worksheet signed by the Medical Certifier identified on the death record and reflecting the medical information contained on the record. The attestation message is shown below.

**Demographic Data Entry - IDAHO**

I agree that entry of my personal identification number to electronically verify this death record also constitutes an attestation to the fact that a death certificate worksheet signed by the medical certifier identified on this death record and reflecting the medical information contained on this death record is in my possession.


See section [4.14 Demographic Verification](#) for more information.

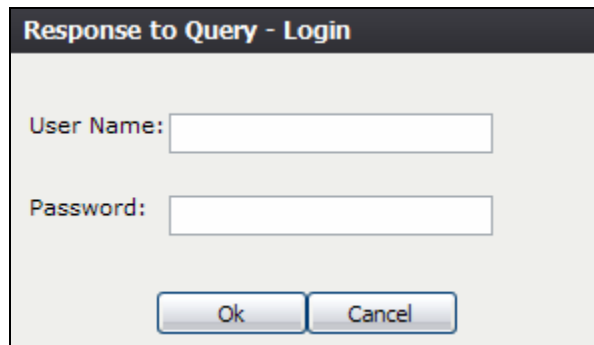


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>121 of 208</b>

## 4.16. Respond to Query

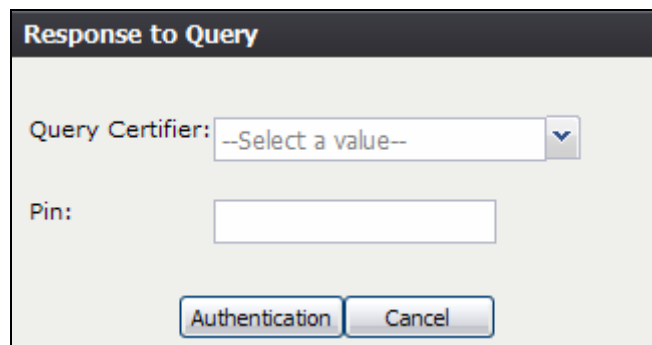
A query is generated to request additional information or verification of data provided on the record. A record may have one or more demographic queries and medical queries pending at the same time.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the desired record using the [Search Screen](#) or the [Work Queue Search](#) by setting the unresolved work queue filter to **Query Pending**.
3. Once the record is retrieved, click on the 'Response to Query'  icon. The system will ask you to re-enter your User Name and Password:




The dialog box titled "Response to Query - Login" contains two text input fields. The first field is labeled "User Name:" and the second is labeled "Password:". Below the fields are two buttons: "Ok" and "Cancel".


4. Enter your User Name and Password and click '**OK**'. The 'Response to Query' screen will open. It will contain fields for the name of the Query Certifier and for the certifier's PIN.

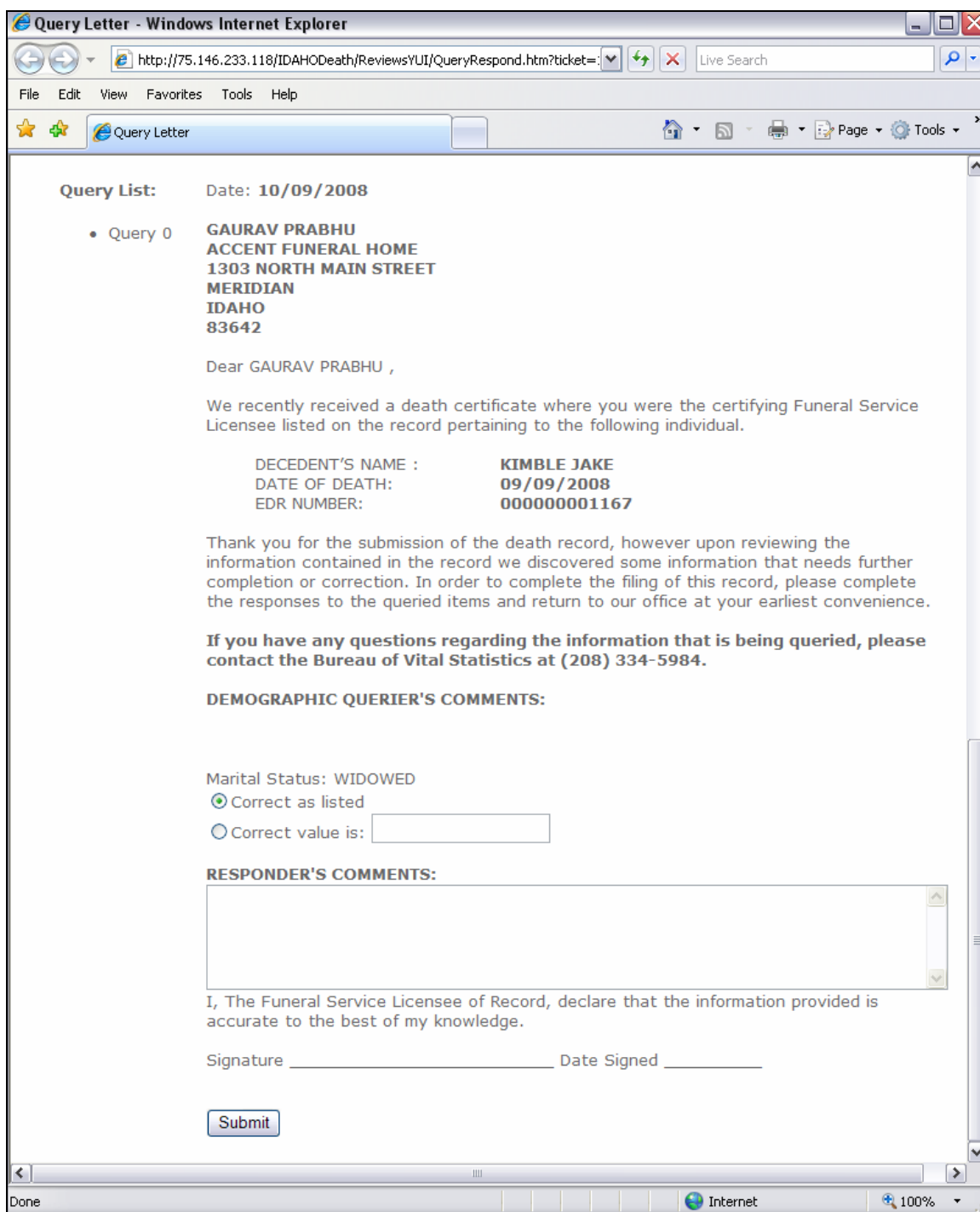


The dialog box titled "Response to Query" contains two input fields. The first is a dropdown menu labeled "Query Certifier:" with the text "--Select a value--" and a downward arrow. The second is a text input field labeled "Pin:". Below the fields are two buttons: "Authentication" and "Cancel".

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>122 of 208</b>

5. Select the Certifier name from the drop-down list, enter the appropriate PIN number and click on the '**Authentication**' button. A query list will open in a new browser window. Click on a Query number to open the corresponding Query Letter, shown below:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>123 of 208</b>



**Query Letter - Windows Internet Explorer**

http://75.146.233.118/IDAHODeath/ReviewsYUI/QueryRespond.htm?ticket=

File Edit View Favorites Tools Help

Query Letter

**Query List:** Date: **10/09/2008**

- Query 0 **GAURAV PRABHU  
ACCENT FUNERAL HOME  
1303 NORTH MAIN STREET  
MERIDIAN  
IDAHO  
83642**

Dear GAURAV PRABHU ,

We recently received a death certificate where you were the certifying Funeral Service Licensee listed on the record pertaining to the following individual.

DECEDENT'S NAME : **KIMBLE JAKE**  
DATE OF DEATH: **09/09/2008**  
EDR NUMBER: **00000001167**

Thank you for the submission of the death record, however upon reviewing the information contained in the record we discovered some information that needs further completion or correction. In order to complete the filing of this record, please complete the responses to the queried items and return to our office at your earliest convenience.

**If you have any questions regarding the information that is being queried, please contact the Bureau of Vital Statistics at (208) 334-5984.**

**DEMOGRAPHIC QUERIER'S COMMENTS:**

Marital Status: WIDOWED  
☒ Correct as listed  
☐ Correct value is:


**RESPONDER'S COMMENTS:**

I, The Funeral Service Licensee of Record, declare that the information provided is accurate to the best of my knowledge.

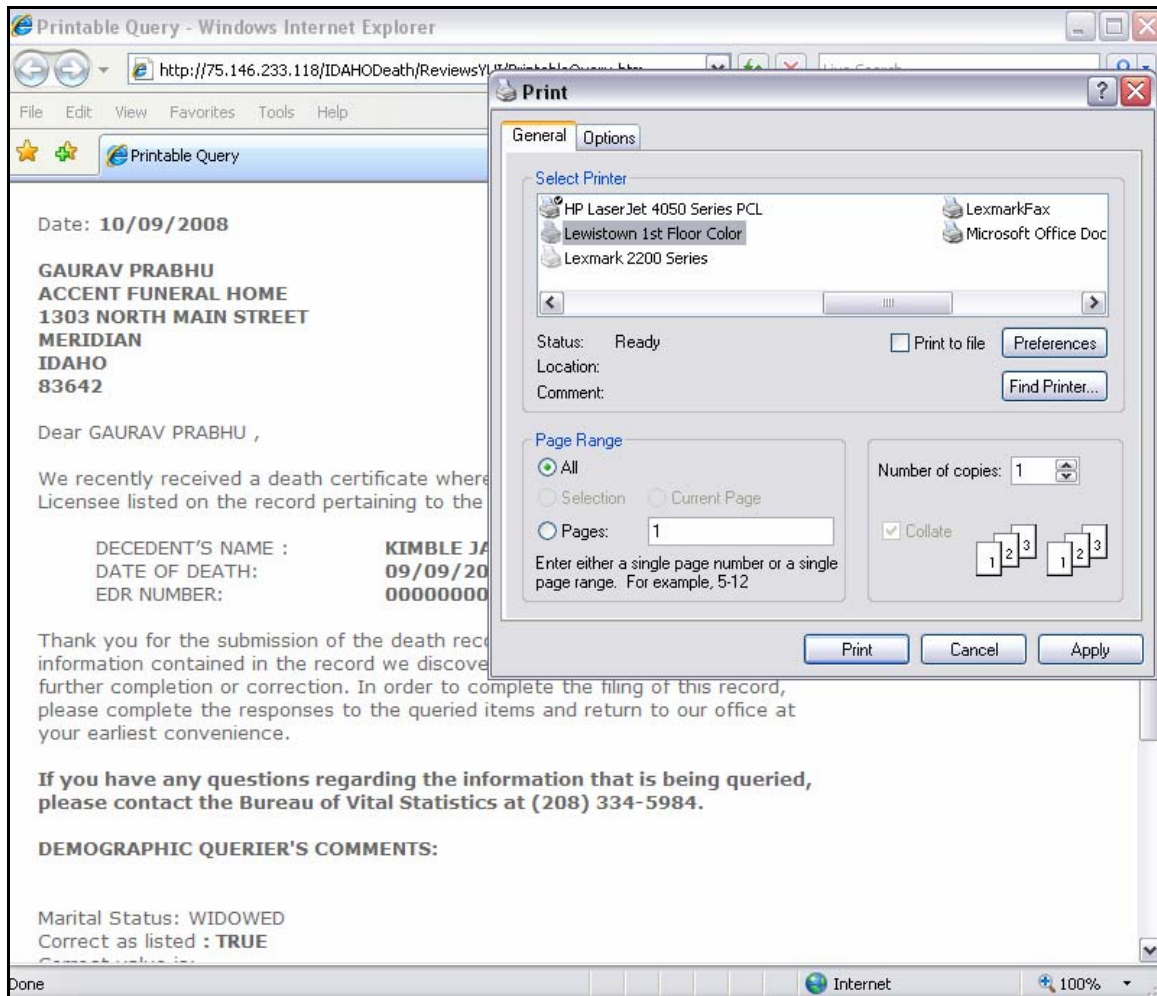
Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Done Internet 100%


- Click the appropriate Radio Button to confirm or correct (enter correct value) the queried field and enter an optional comment. Click '**Submit**'. A message 'Query is ready for printing' will be displayed.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>124 of 208</b>	

Click **'OK'**. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click **'OK'**.



- Once the Query Letter has printed, click the **X** at the top right hand corner to close the 'Query Letter' and 'Printable Query' windows and return to Demographic Screen 1.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>125 of 208</b>

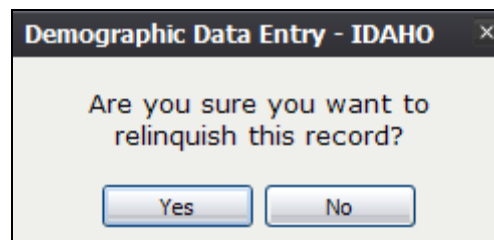
## 4.17. Relinquish a Record

Identification of a funeral home on a death record is established when a NEW record is created in demographic data entry by that funeral home or in some cases when the funeral home ‘picks up’ a record that is not already owned by another funeral home as part of the ‘NEW’ record process.


Some scenarios will require that a Funeral Home that has become the ‘owner’ of a record needs to ‘Relinquish’ the record so a different Funeral Home can pick it up. The feature that supports this allows the current funeral home to remove itself from the record making the record available to be picked up by a different funeral home.

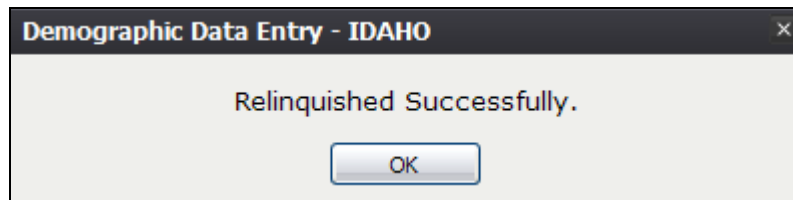
### Notes:

- ✓ The Relinquish process is not related to a ‘Trade Call’ circumstance where a second funeral home is involved in providing some of the services.
  - ✓ When a record is relinquished, any information that exists in the ‘Filing on behalf of’ fields will be cleared and the ‘Filing on behalf of’ checkbox will be unchecked.
1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
  2. Retrieve an existing record that you wish to relinquish using the [Work Queue](#) or [Search Screen](#).
  3. Click on the ‘**Relinquish**’  icon. The following prompt will be displayed:




4. Click ‘**Yes**’ to relinquish the record. The application will confirm that the record was relinquished successfully.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>126 of 208</b>



5. Click '**OK**' to close the prompt and return to the Demographic Data Entry screen.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>127 of 208</b>

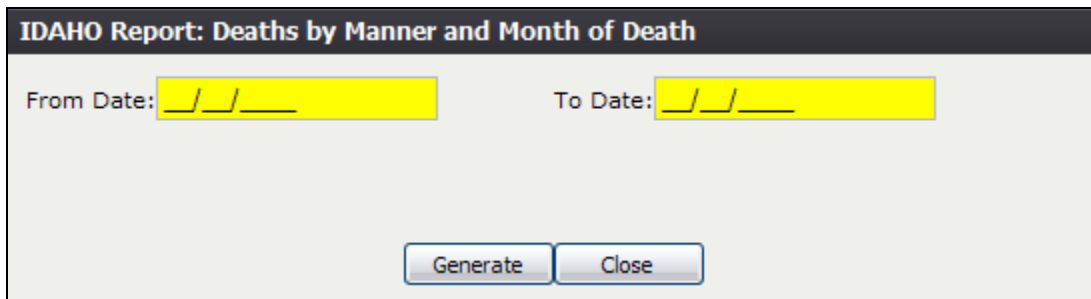
## 4.18. Reports

### 4.18.1. Statistics by Date and Manner

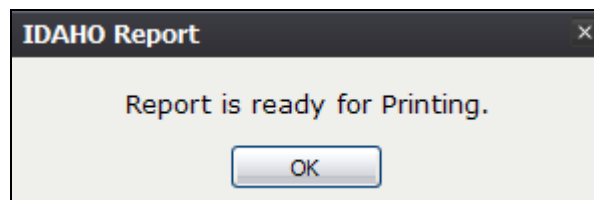
To print a report, the user will need to supply a date range based on the date of death. The report will tabulate all deaths that are within the jurisdictional rules for the user that also meet the date range criteria. The following reports may be printed:

#### 4.18.1.1. Deaths by Manner and Month of Death


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Month of Death** menu item.
3. The following screen will be displayed:

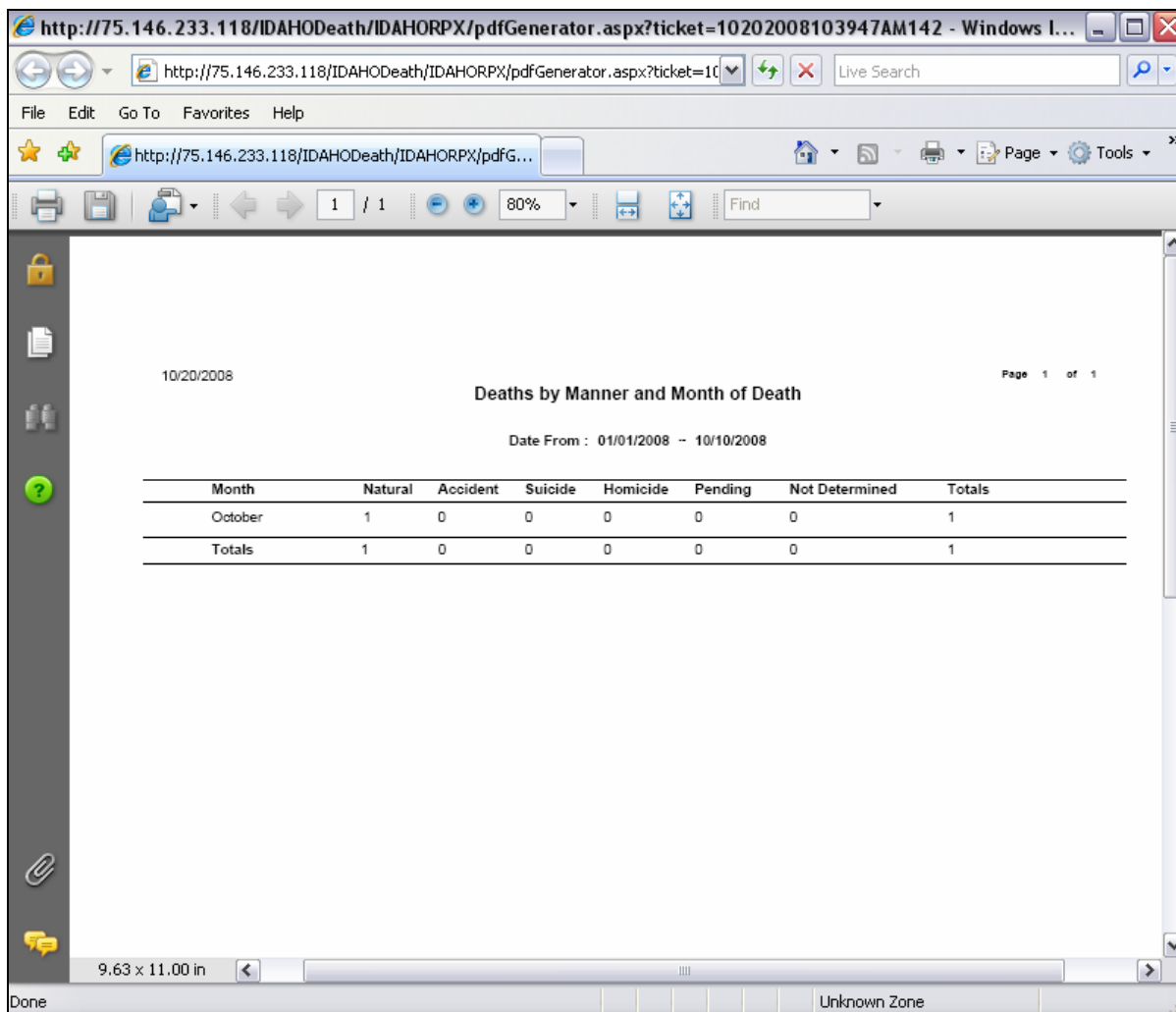


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>128 of 208</b>




10/20/2008 Page 1 of 1


### Deaths by Manner and Month of Death

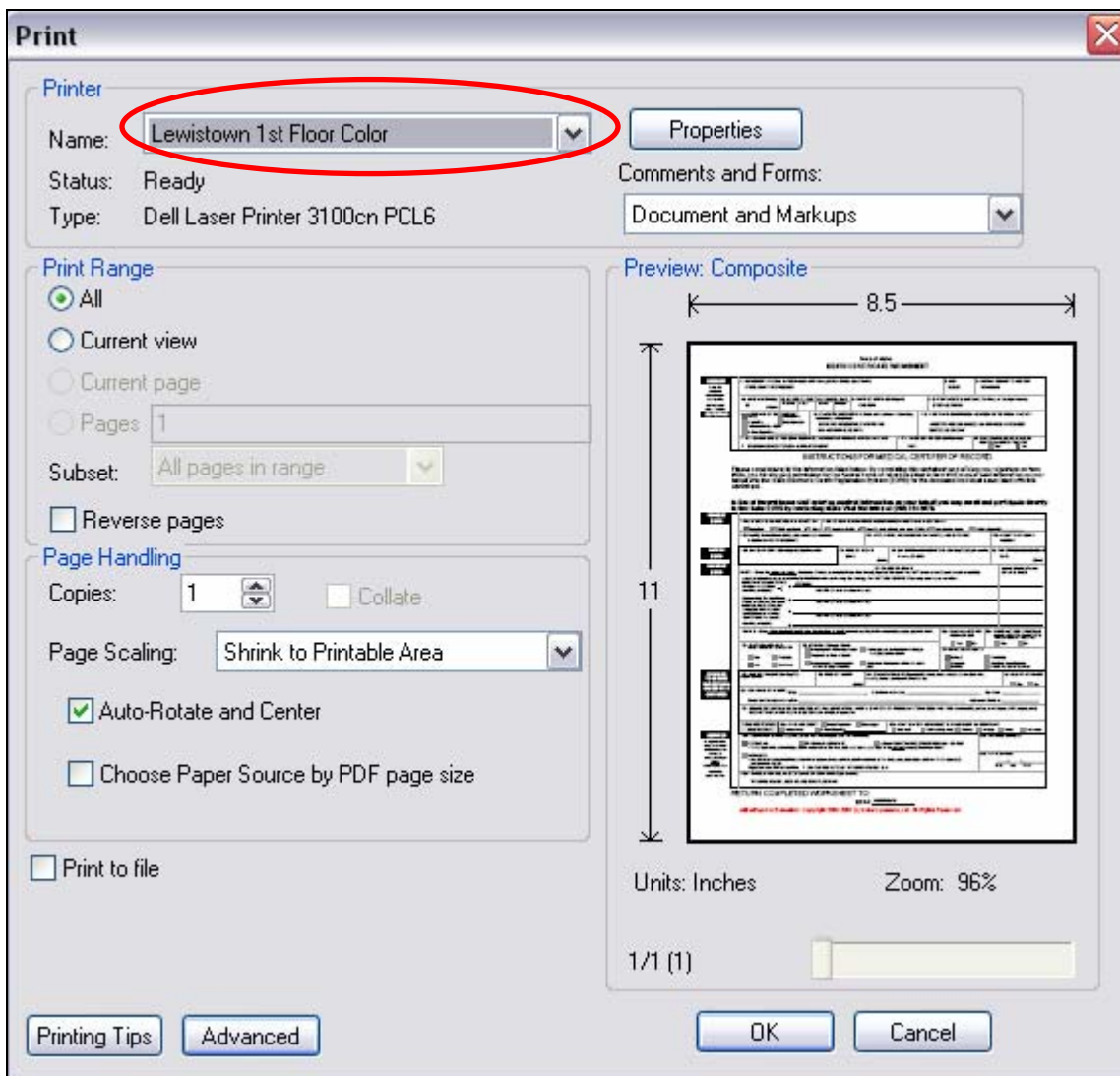
Date From : 01/01/2008 ~ 10/10/2008

Month	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
October	1	0	0	0	0	0	1
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.




	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>129 of 208</b>	



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.2. Deaths by Manner and Time of Death

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Time of Death** menu item.
- The following screen will be displayed:

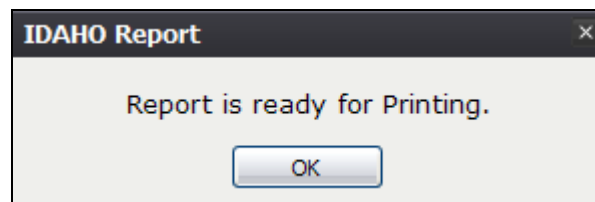
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>130 of 208</b>

### IDAHO Report: Deaths by Manner and Time of Death

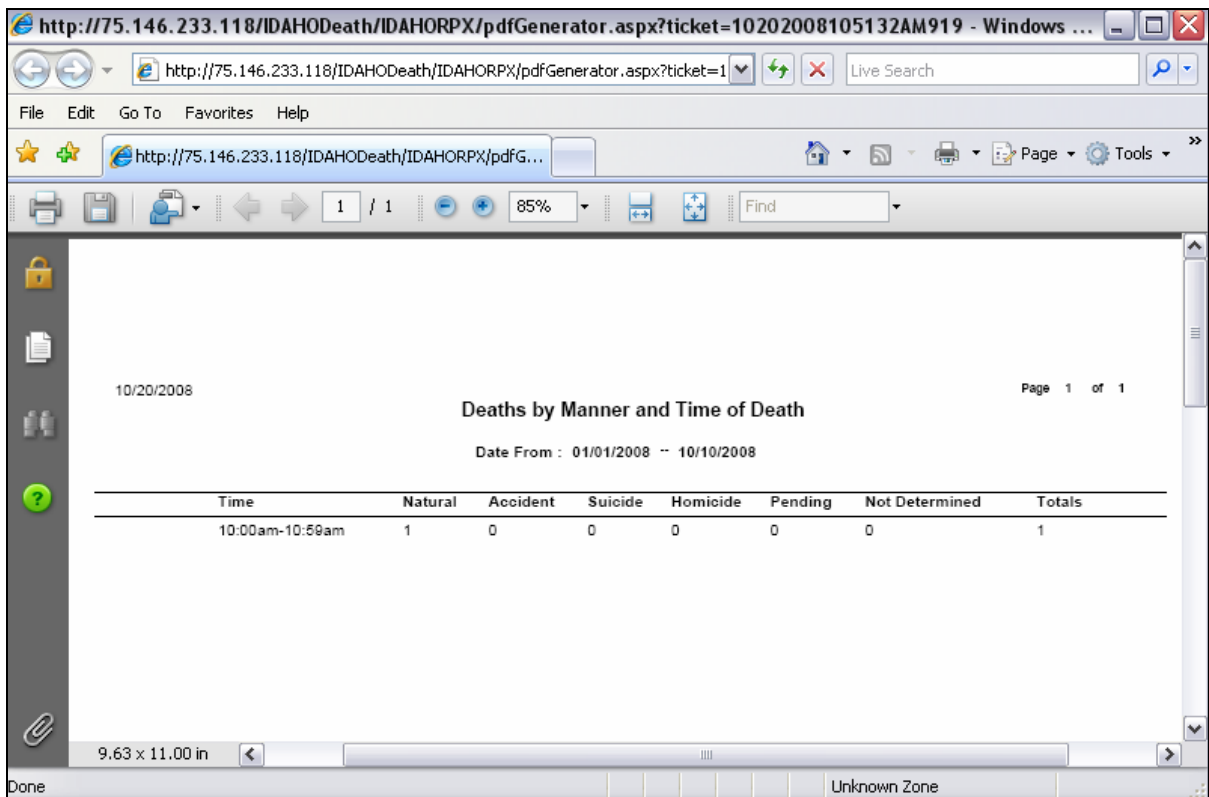
From Date: \_/\_/
To Date: \_/\_/

Generate
Close

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




10/20/2008 Page 1 of 1


### Deaths by Manner and Time of Death

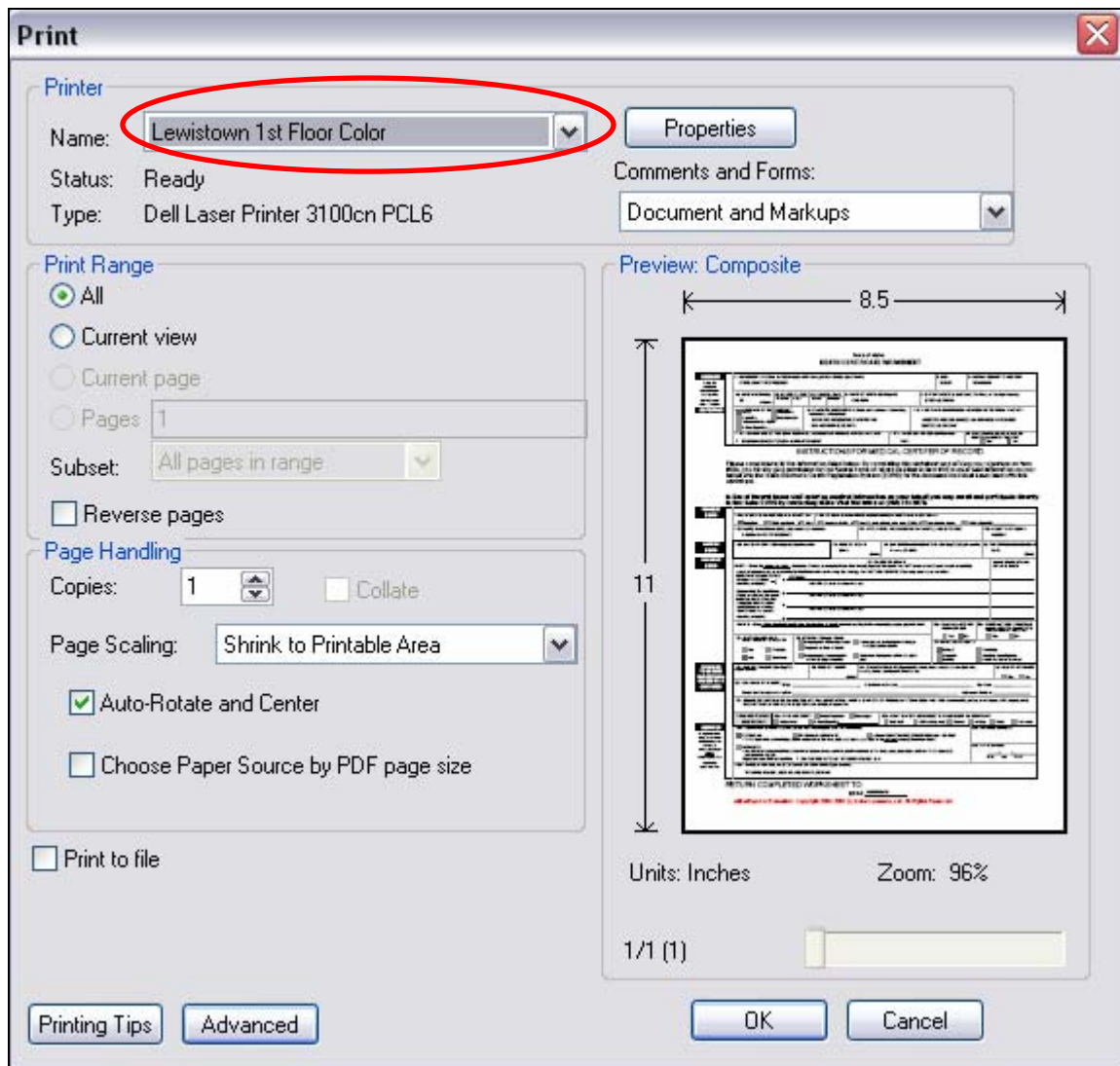
Date From : 01/01/2008 -- 10/10/2008

Time	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
10:00am-10:59am	1	0	0	0	0	0	1

9.63 x 11.00 in

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>131 of 208</b>	


- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



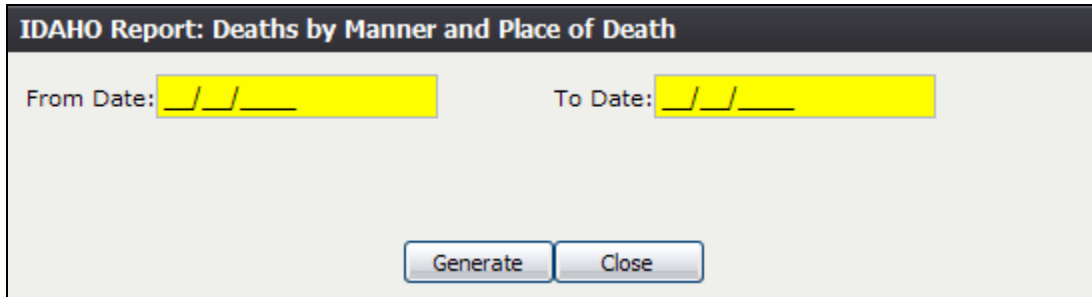
- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.3. Deaths by Manner and Place of Death

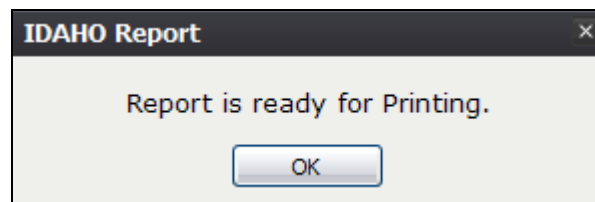
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>132 of 208</b>


2. Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Place of Death** menu item.
3. The following screen will be displayed:

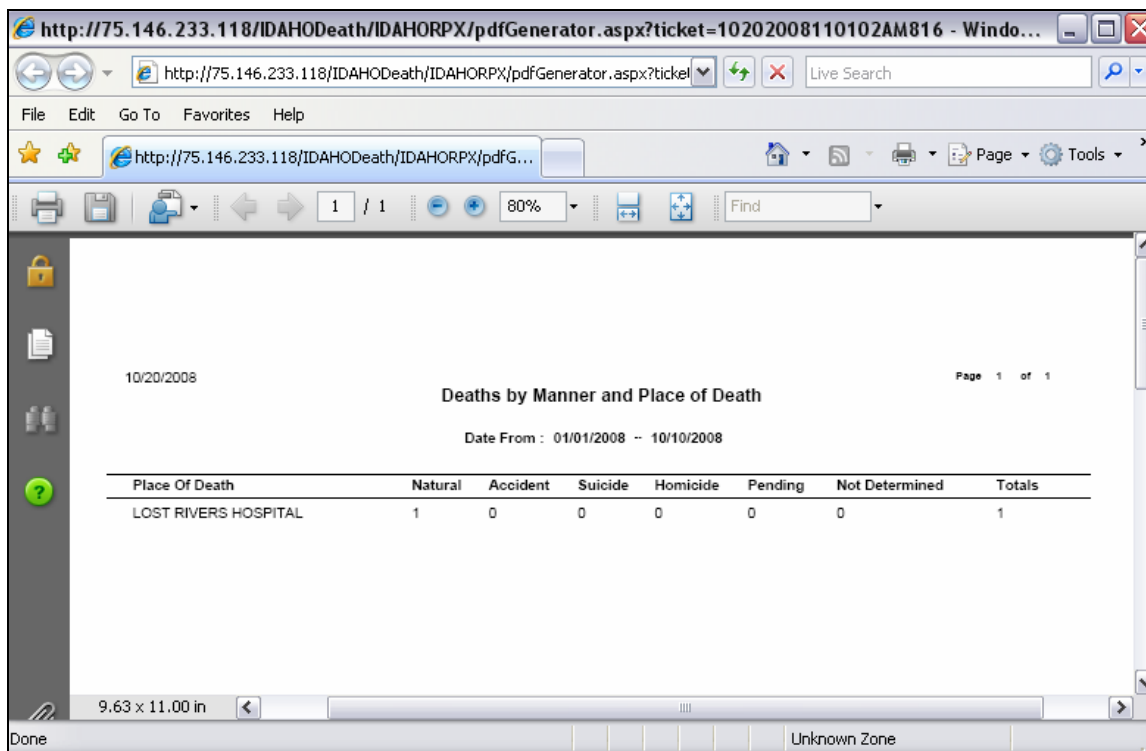



4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




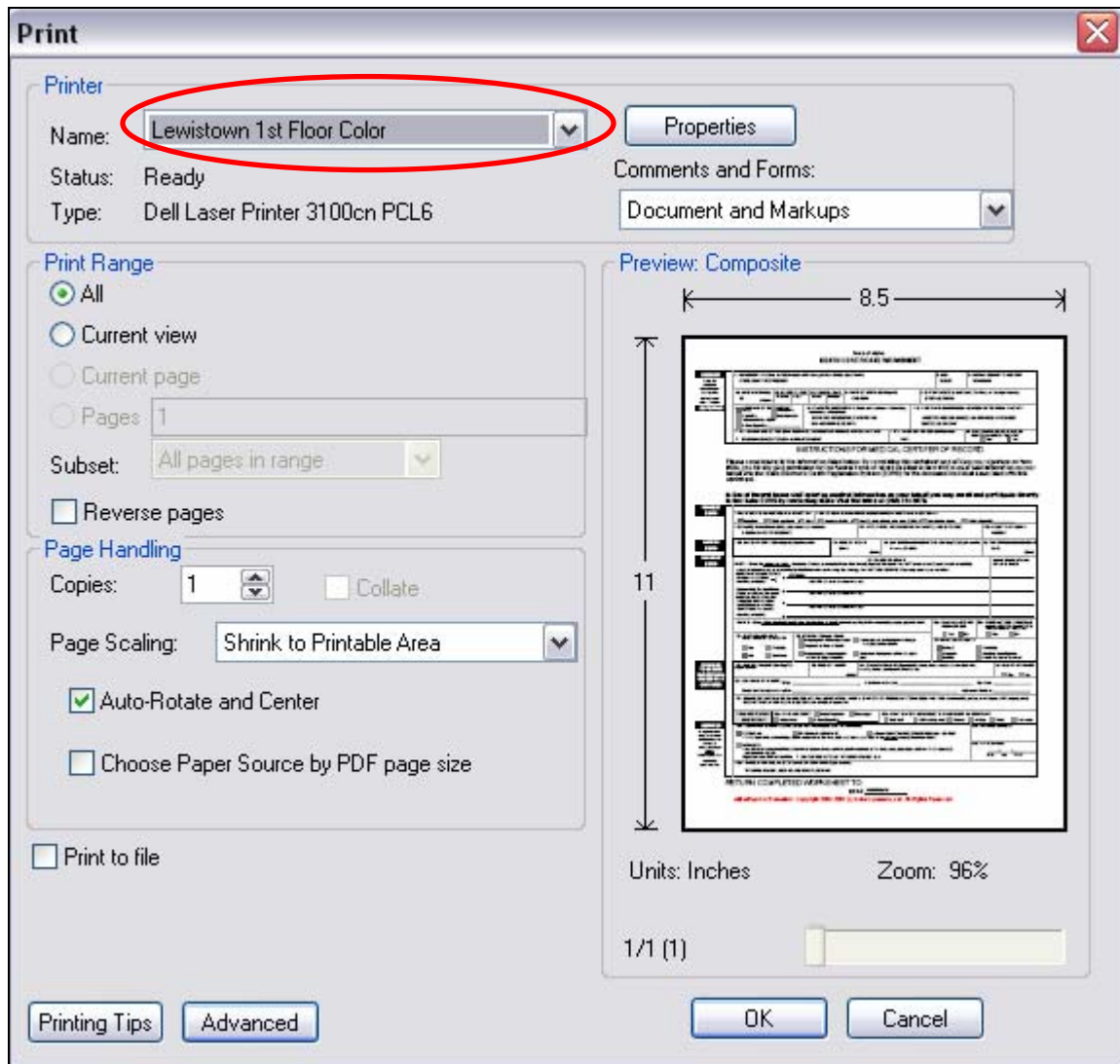
5. Click '**OK**'. The report will open in a new window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>133 of 208</b>



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>134 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

**Page Handling**

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.4. Deaths by Manner and Type of Place of Death

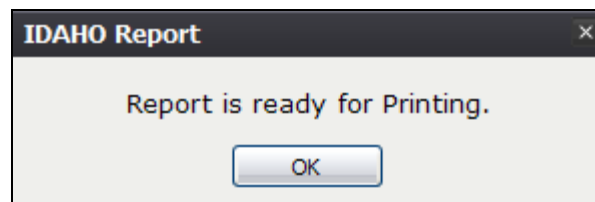
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Type of Place of Death** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>135 of 208</b>

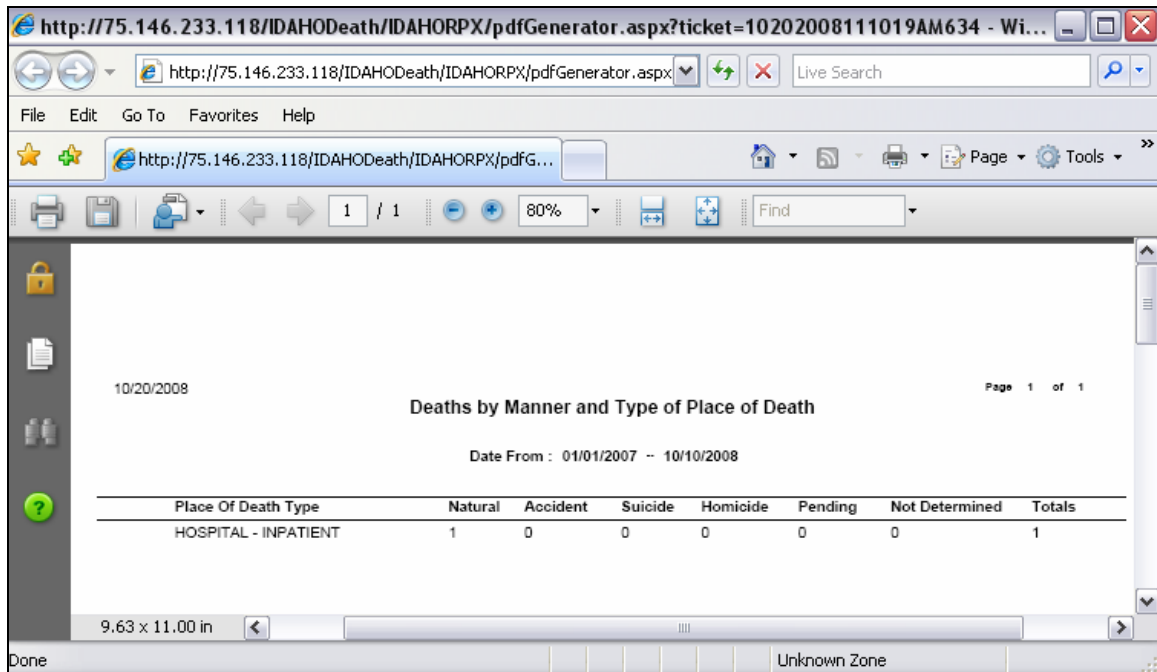
**IDAHO Report: Deaths by Manner and Type of Place of Death**

From Date:  To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




10/20/2008

Page 1 of 1


**Deaths by Manner and Type of Place of Death**

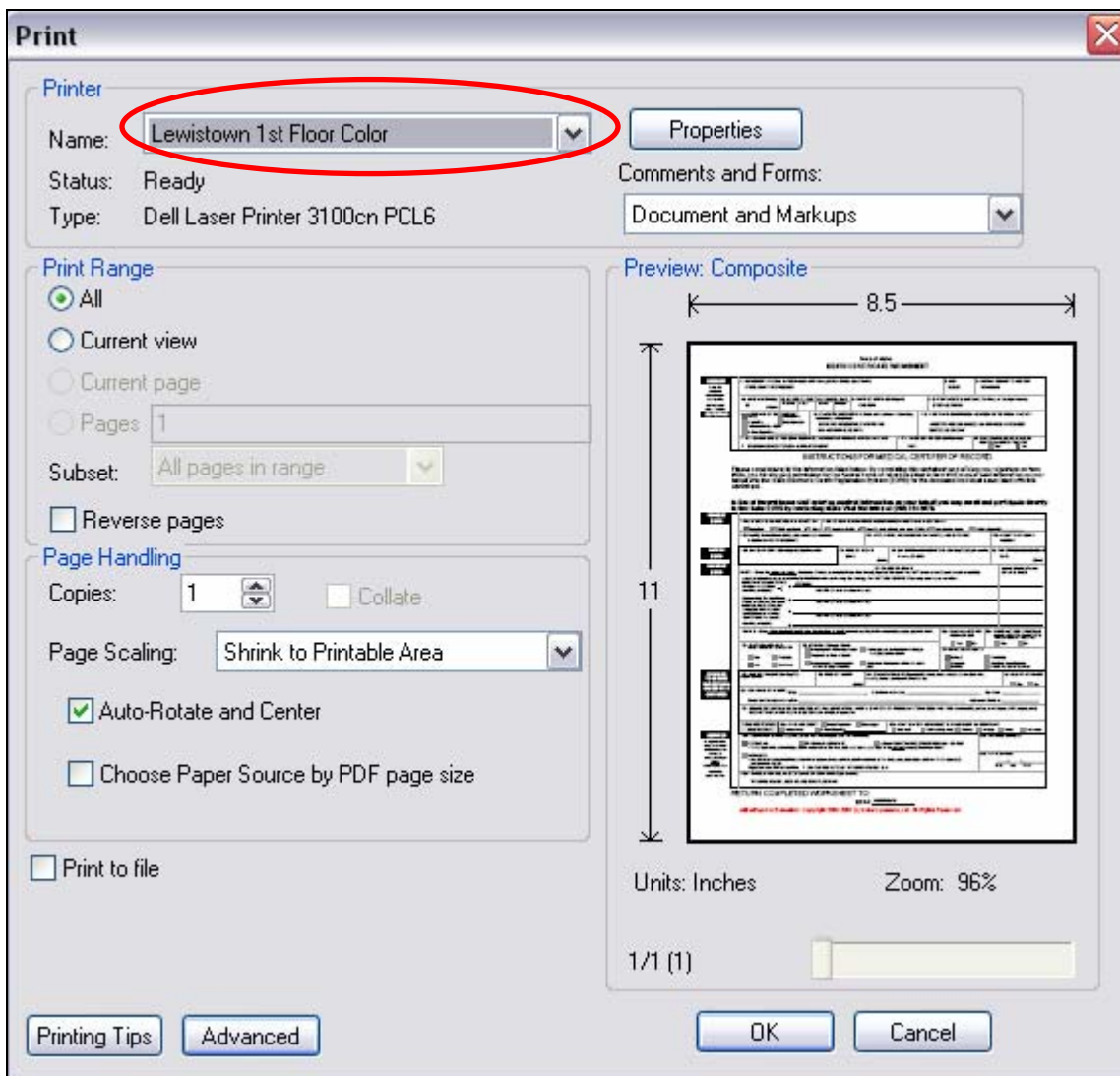
Date From : 01/01/2007 -- 10/10/2008

Place Of Death Type	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
HOSPITAL - INPATIENT	1	0	0	0	0	0	1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>136 of 208</b>	




- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.5. Deaths by Manner and County of Death

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and County of Death** menu item.
- The following screen will be displayed:

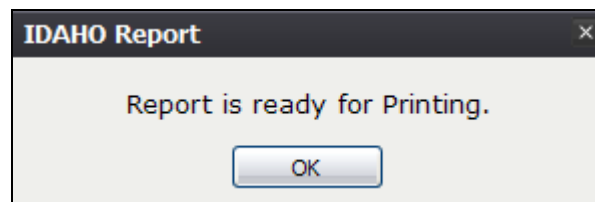


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>137 of 208</b>

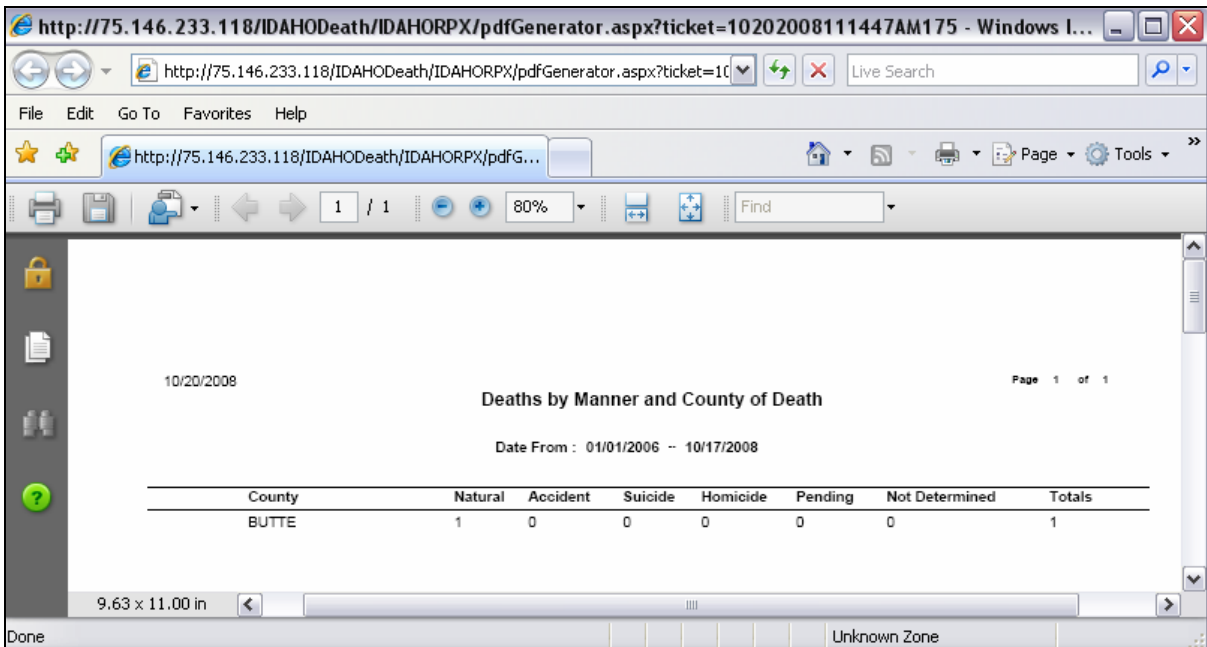
**IDAHO Report: Deaths by Manner and County of Death**

From Date:  To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




10/20/2008


**Deaths by Manner and County of Death**

Date From : 01/01/2006 -- 10/17/2008

County	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
BUTTE	1	0	0	0	0	0	1

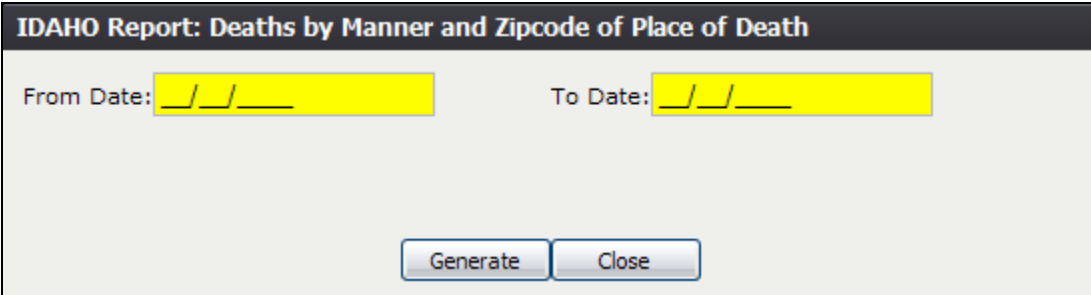
Page 1 of 1

6. Click on the print icon  to print the report. Close the report window by clicking on the X at the top right-hand corner of the screen.

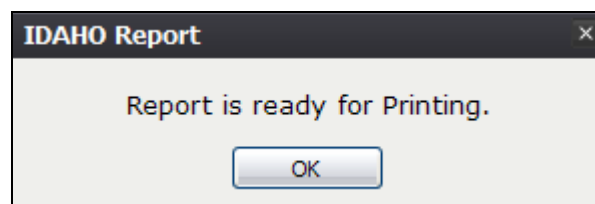
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>138 of 208</b>

#### 4.18.1.6. Deaths by Manner and Zip Code of Place of Death


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Zip Code of Place of Death** menu item.
3. The following screen will be displayed:

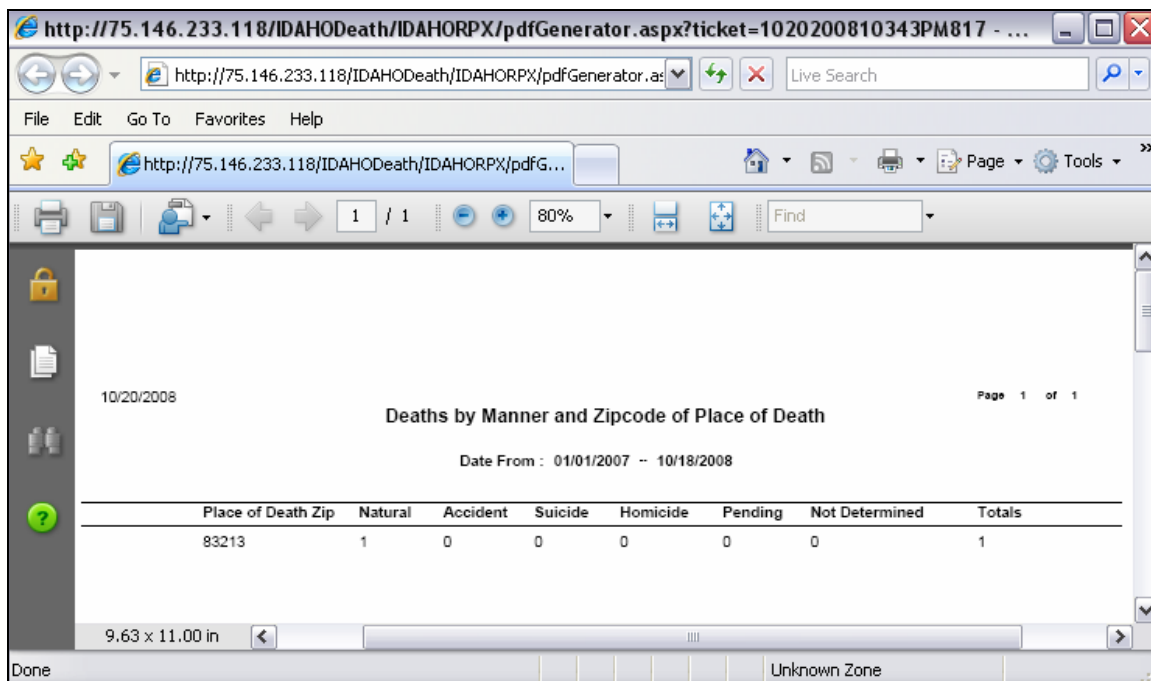



4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




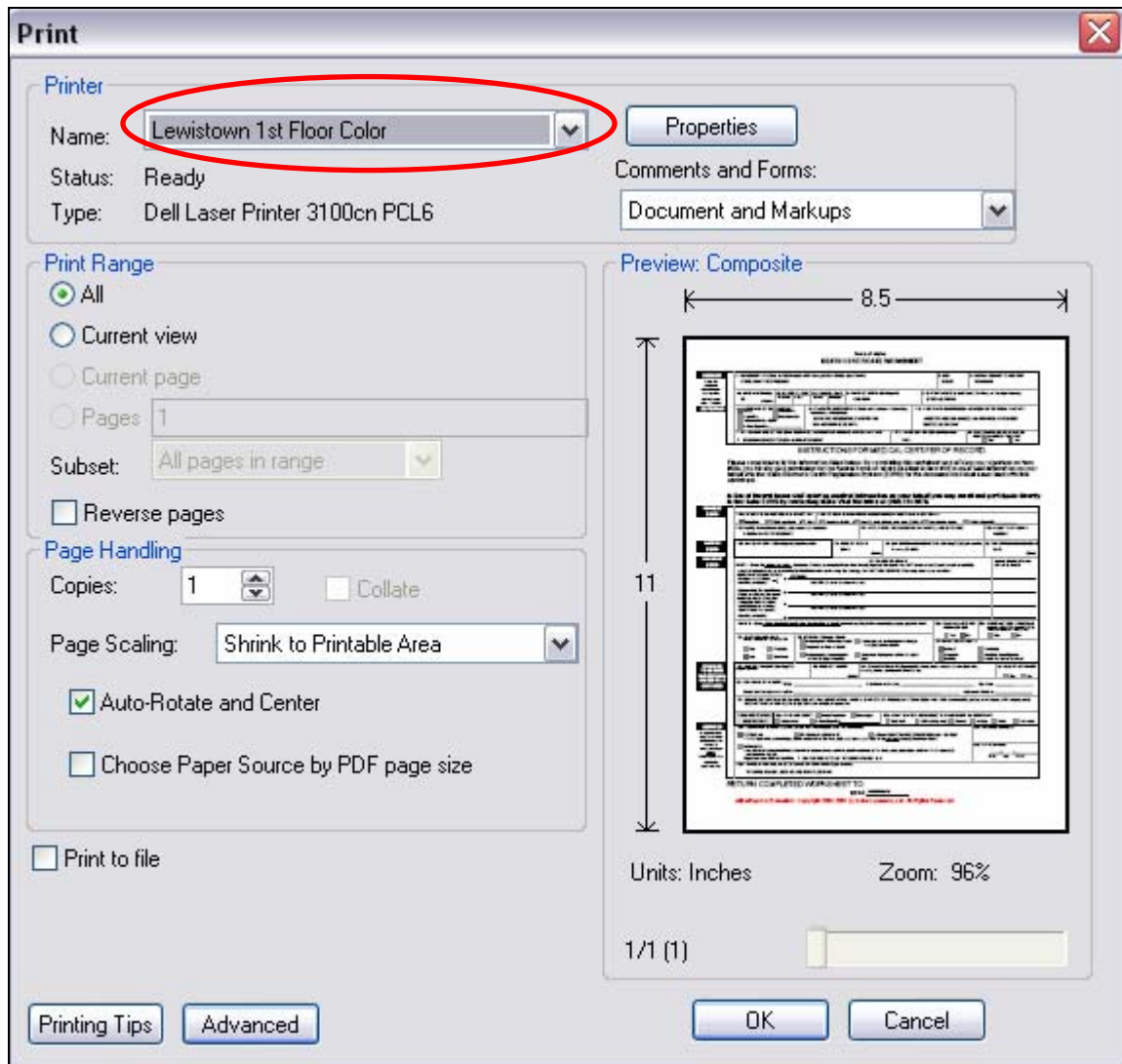
5. Click '**OK**'. The report will open in a new window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>139 of 208</b>



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>140 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

7. Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.7. Deaths by Manner and Place of Injury

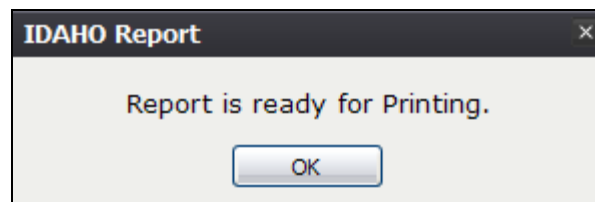
1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Place of Injury** menu item.
3. The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>141 of 208</b>

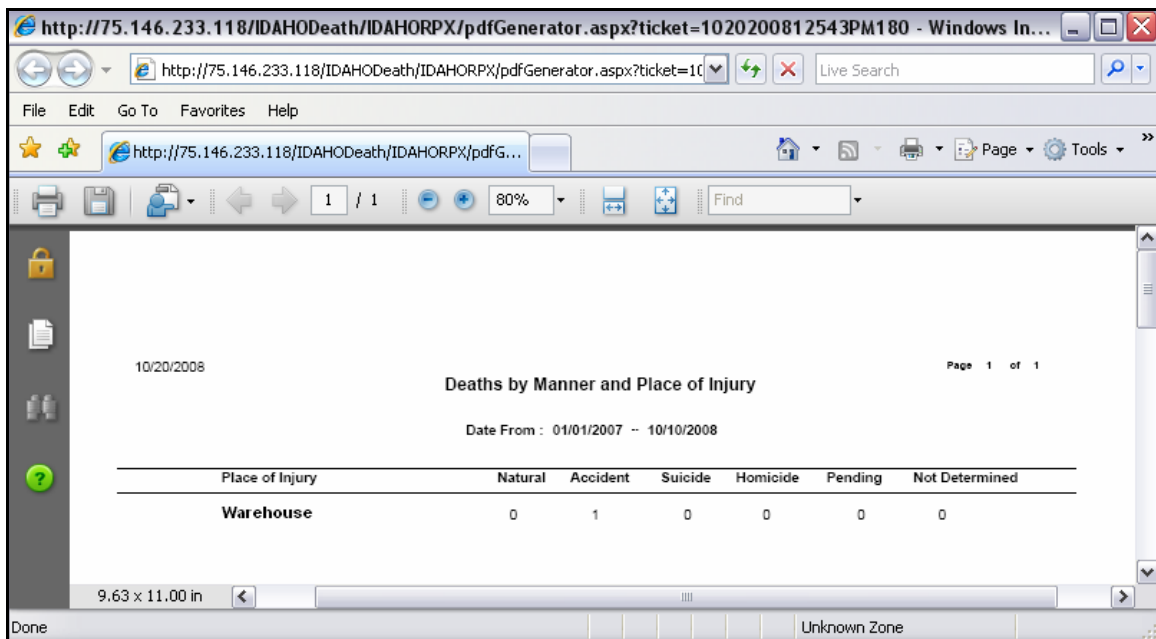
**IDAHO Report: Deaths by Manner and Place of Injury**


From Date:  To Date:


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

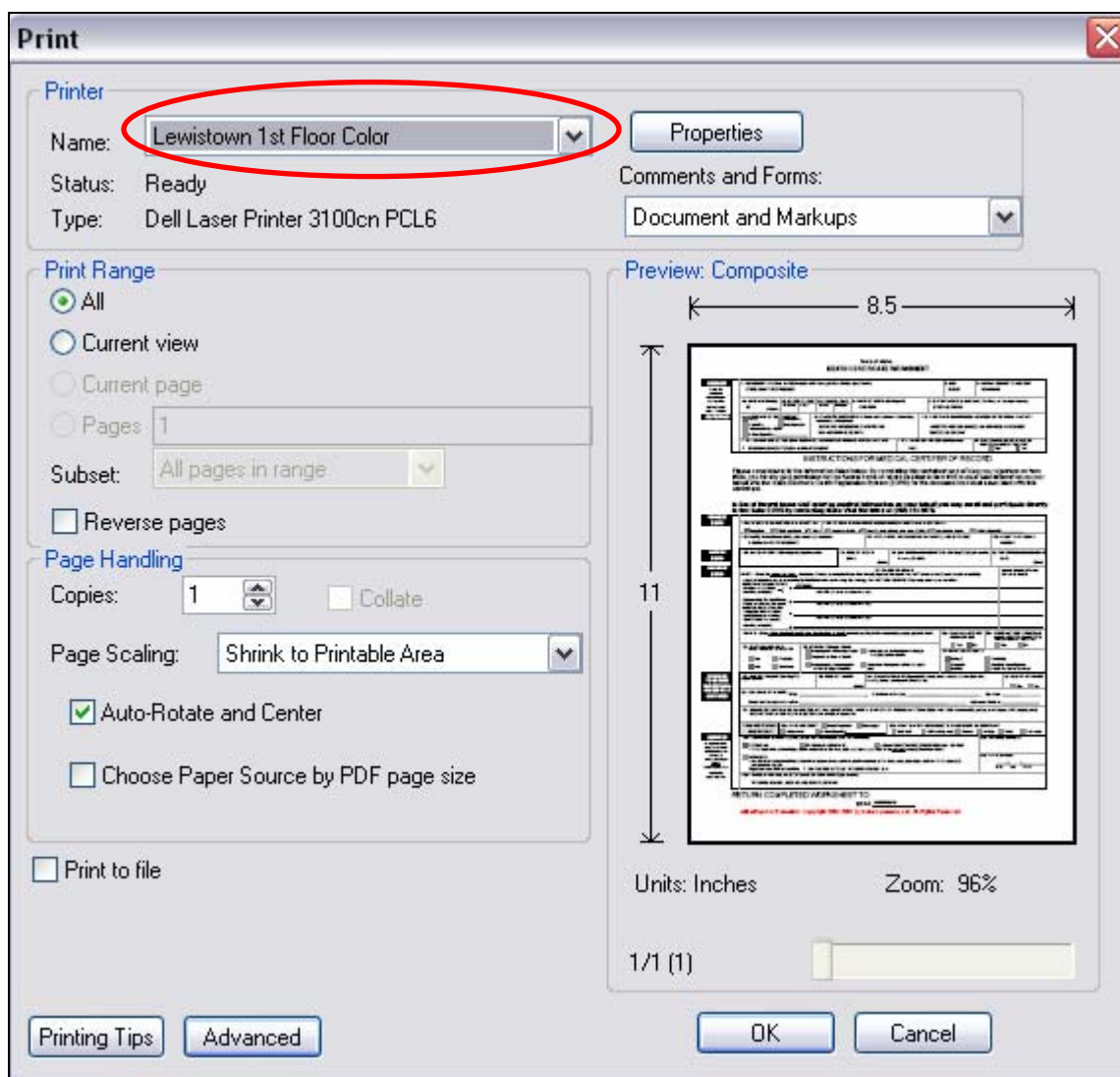


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>142 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.8. Deaths by Manner and County of Injury

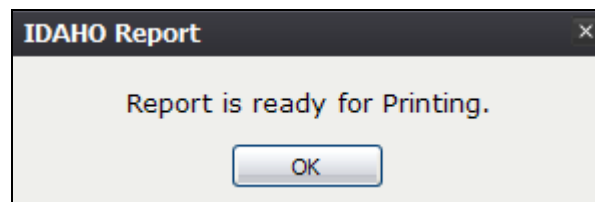
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and County of Injury** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>143 of 208</b>

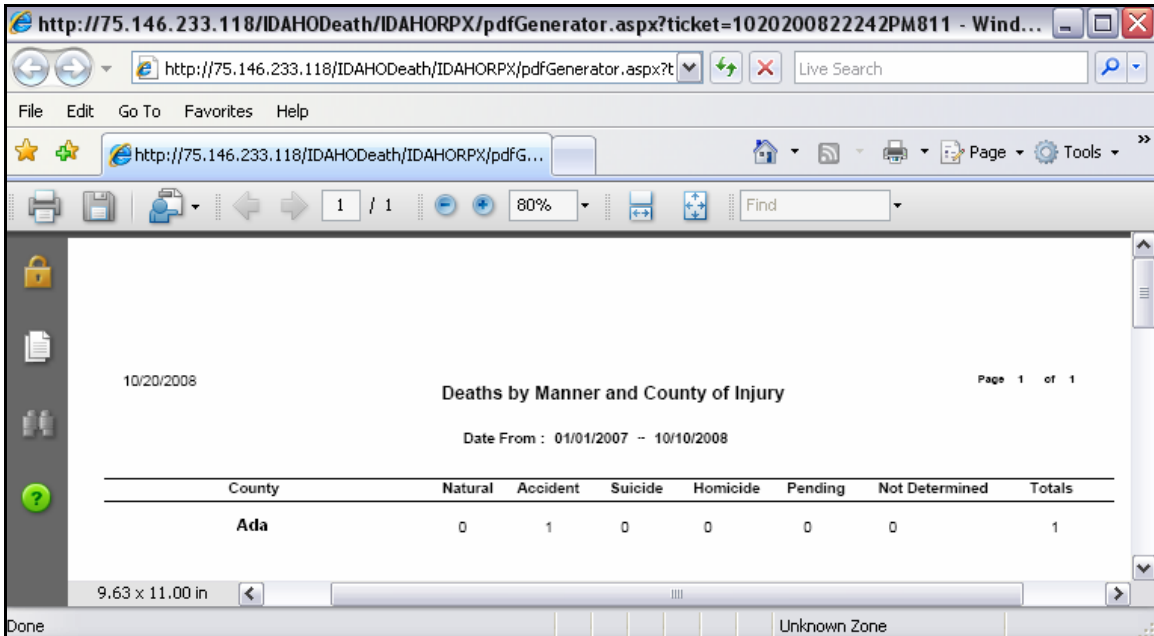
**IDAHO Report: Deaths by Manner and County of Injury**

From Date:  To Date:

- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



- Click '**OK**'. The report will open in a new window.




10/20/2008

**Deaths by Manner and County of Injury**


Date From : 01/01/2007 - 10/10/2008

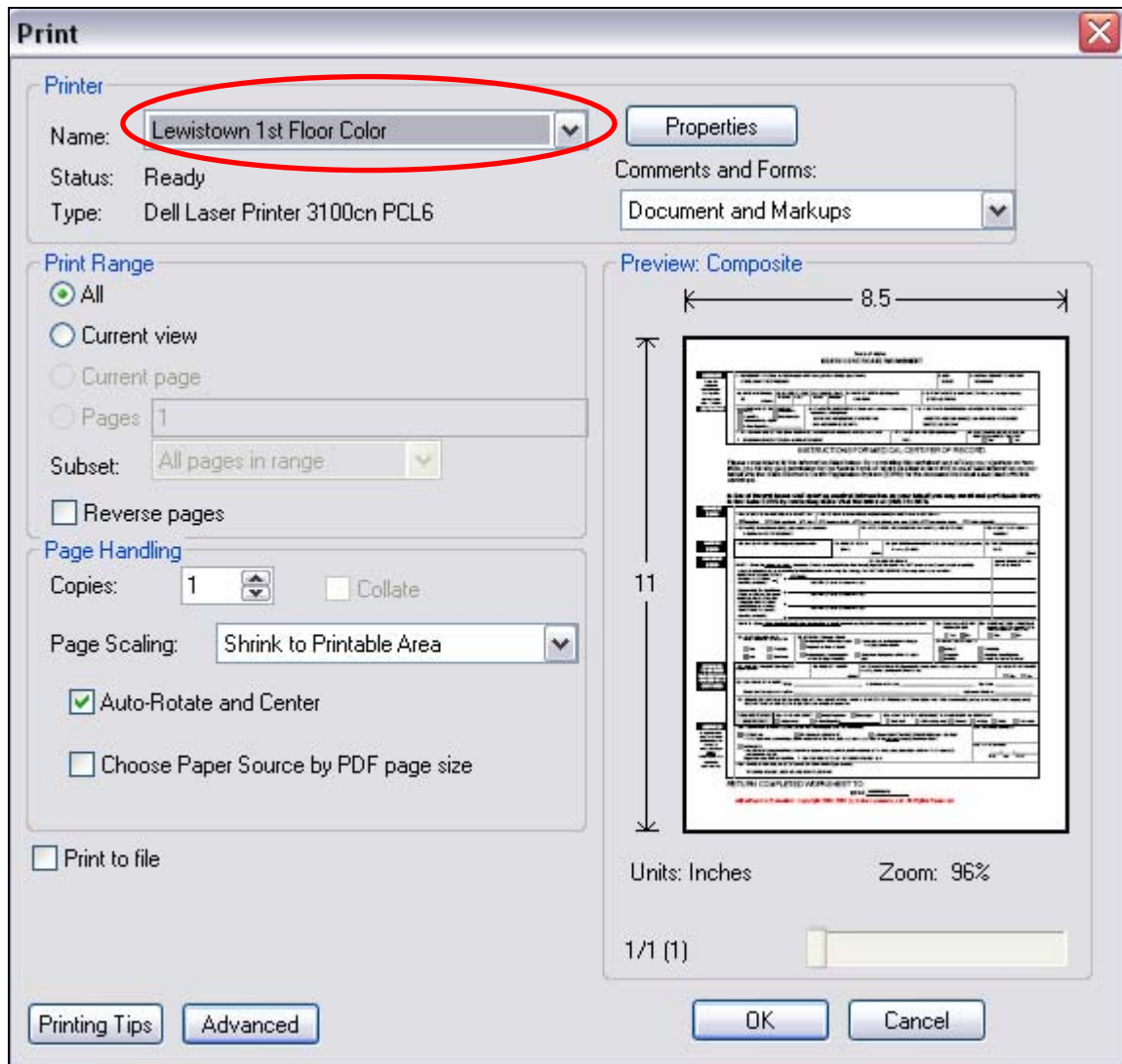
County	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
Ada	0	1	0	0	0	0	1

Page 1 of 1

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>144 of 208</b>	



**Print**

**Printer**

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

**Page Handling**

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%

1/1 (1)


Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.9. Deaths by Manner and Zip Code of Place of Injury

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Zip Code of Place of Injury** menu item.
- The following screen will be displayed:

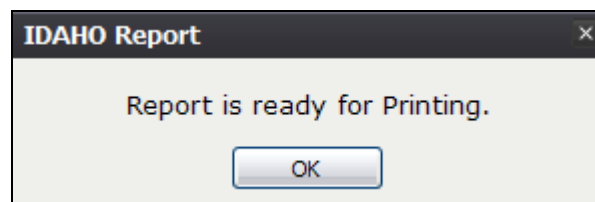


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>145 of 208</b>

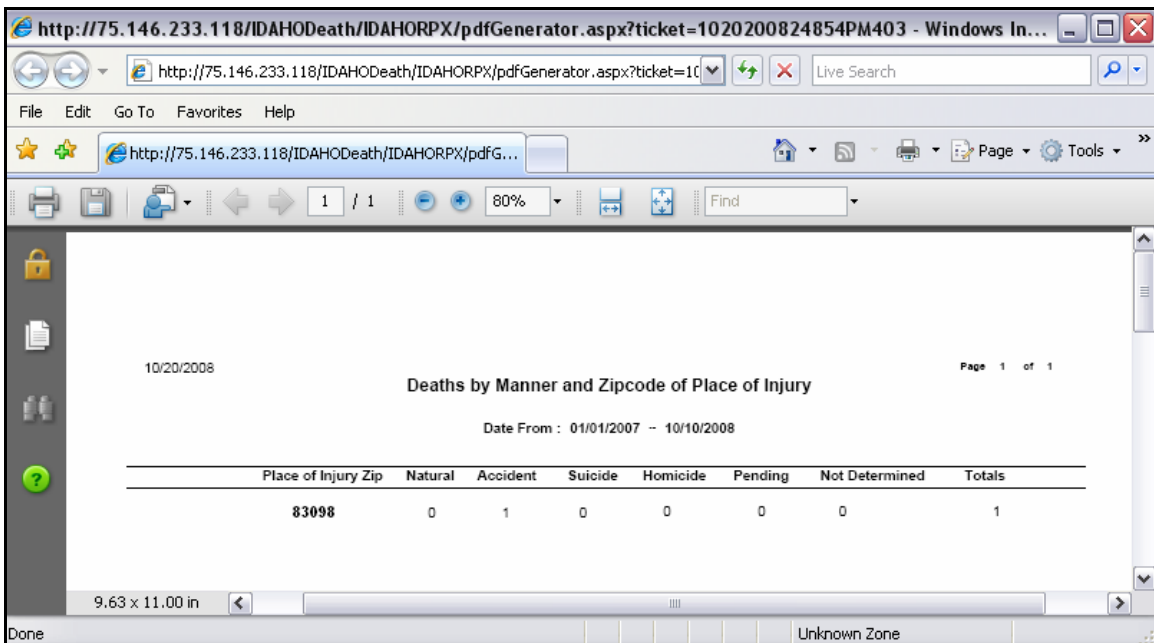
### IDAHO Report: Deaths by Manner and Zipcode of Place of Injury

From Date: 
To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




10/20/2008


**Deaths by Manner and Zipcode of Place of Injury**

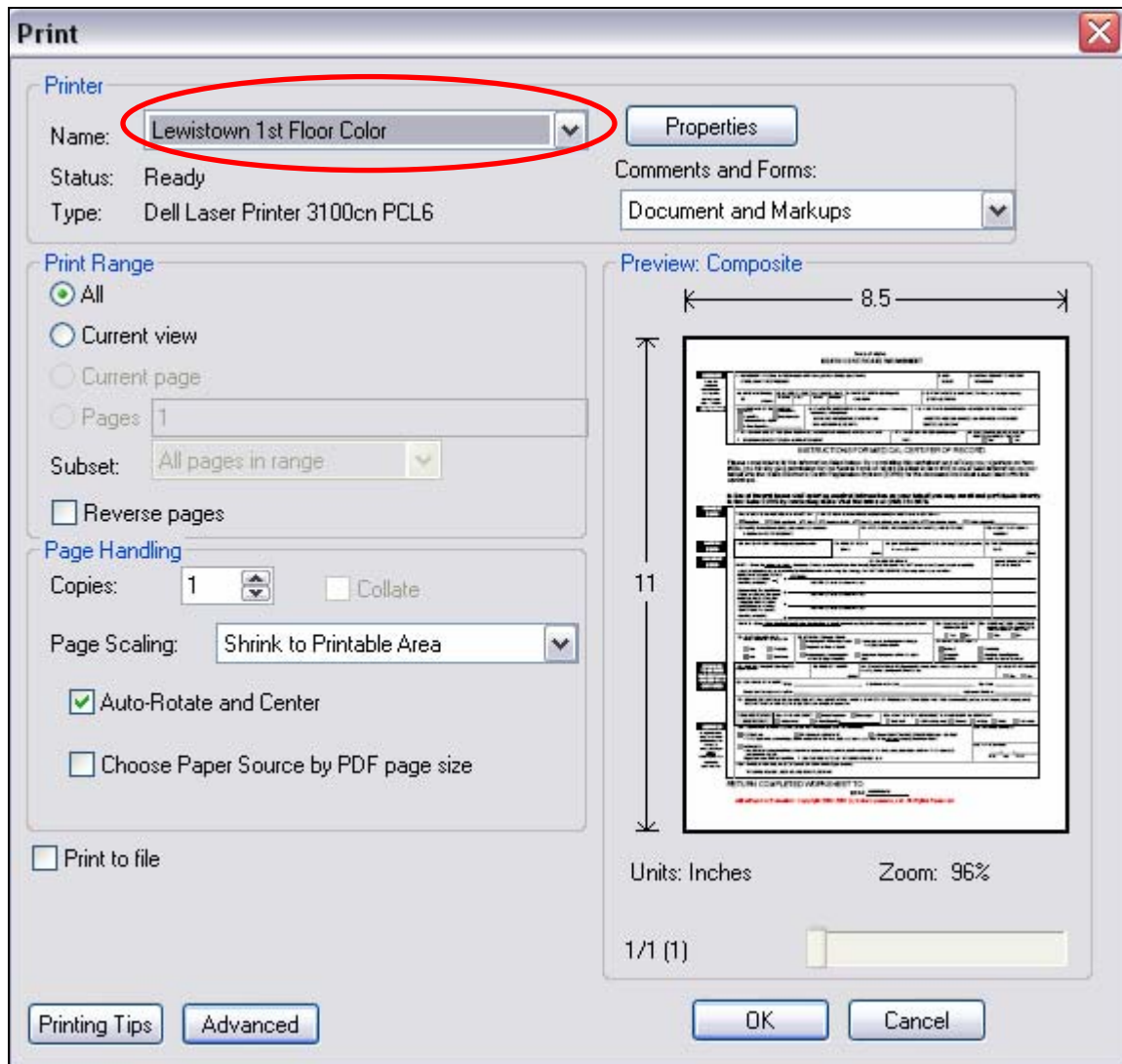
Date From : 01/01/2007 -- 10/10/2008

Place of Injury Zip	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
83098	0	1	0	0	0	0	1

Page 1 of 1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>146 of 208</b>



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.10. Deaths by Manner and Age

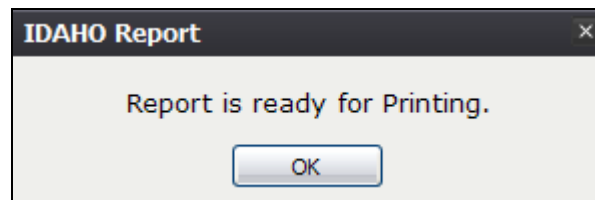
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Age** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>147 of 208</b>

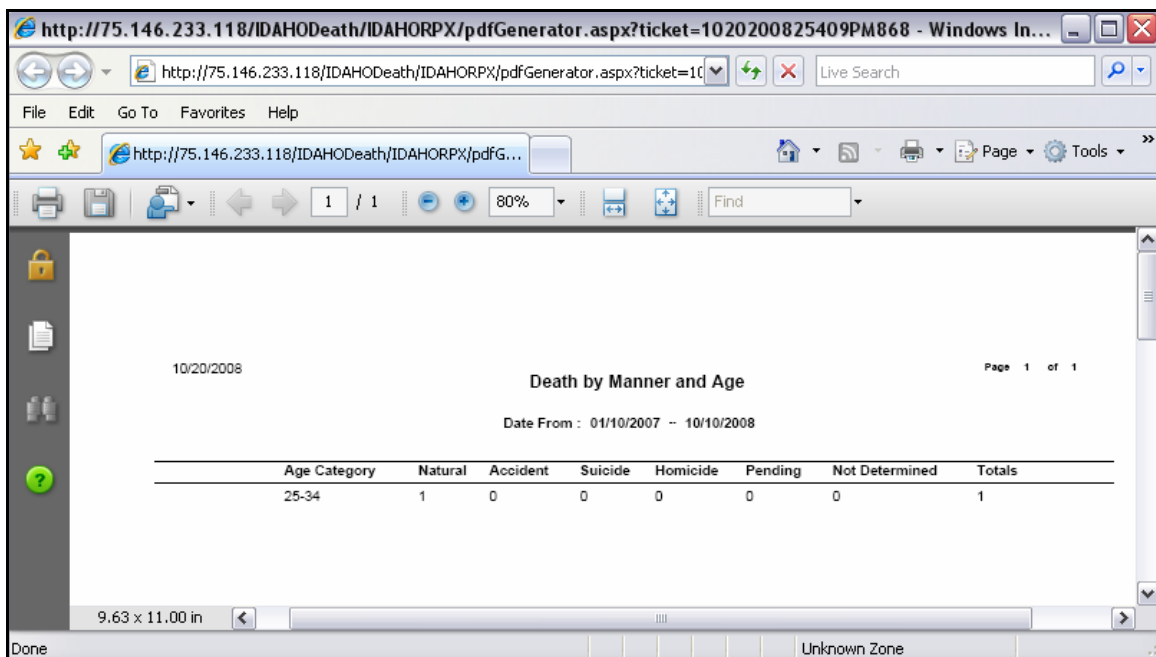
**IDAHO Report: Death by Manner and Age**


From Date:  To Date:


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

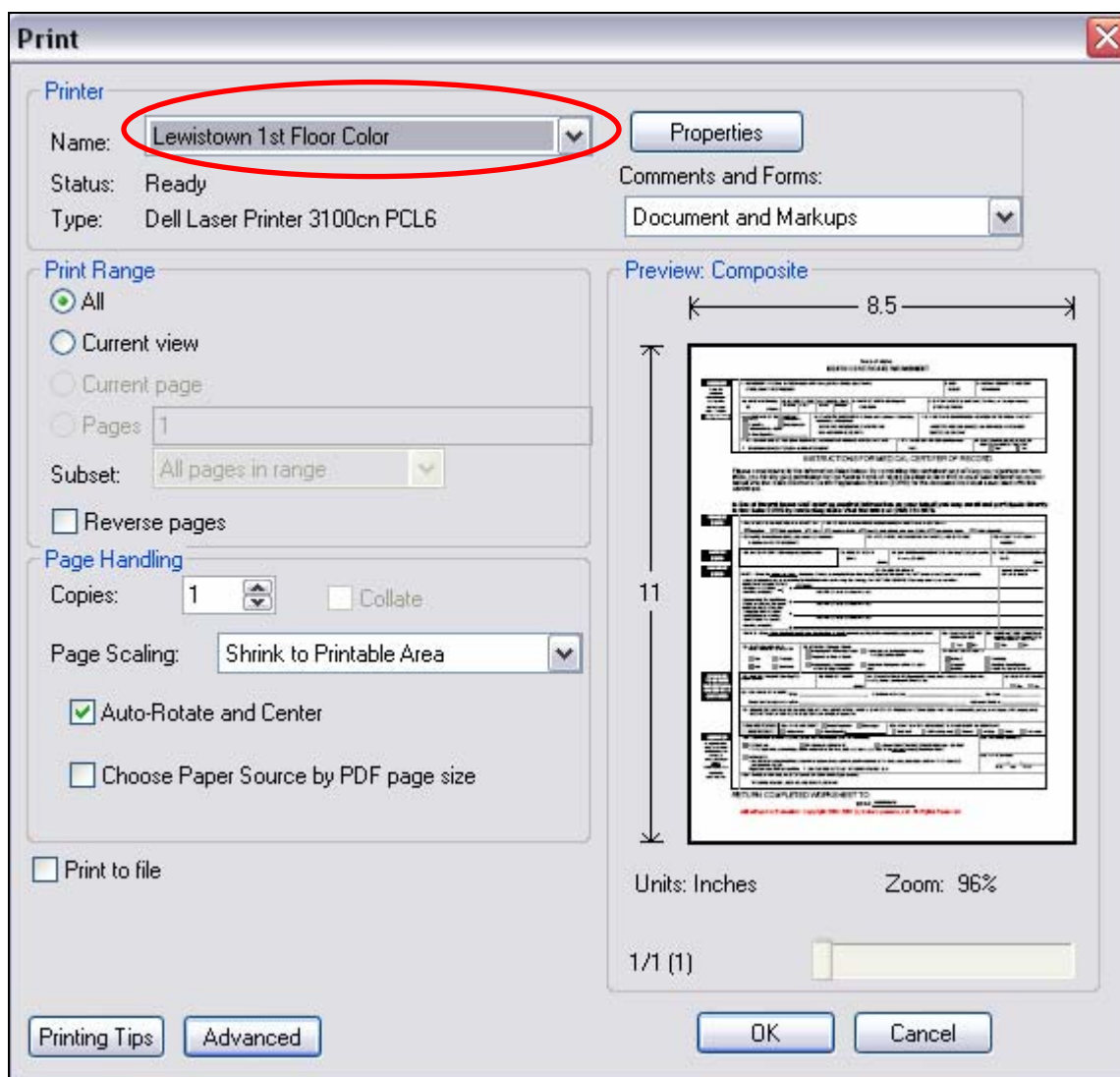


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>148 of 208</b>



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.11. Deaths by Manner and Race

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Race** menu item.
- The following screen will be displayed:

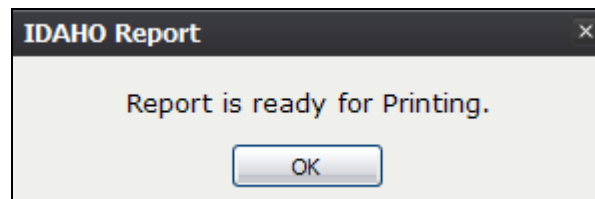
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>149 of 208</b>

### IDAHO Report: Deaths by Manner and Race

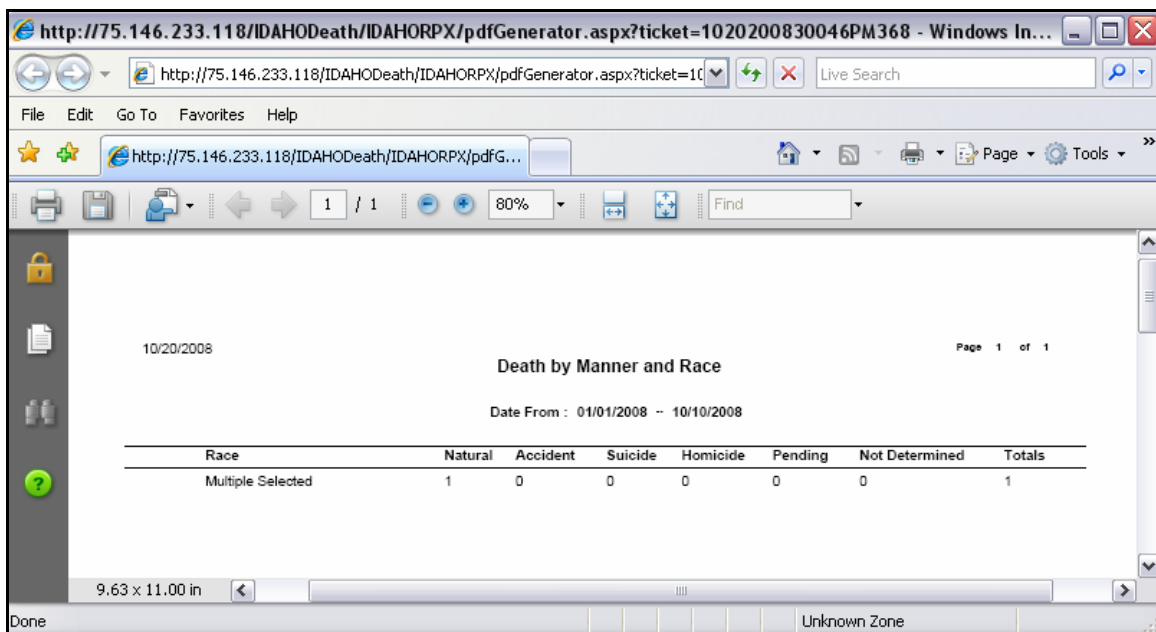
From Date: \_/\_/\_
To Date: \_/\_/\_


Generate
Close


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

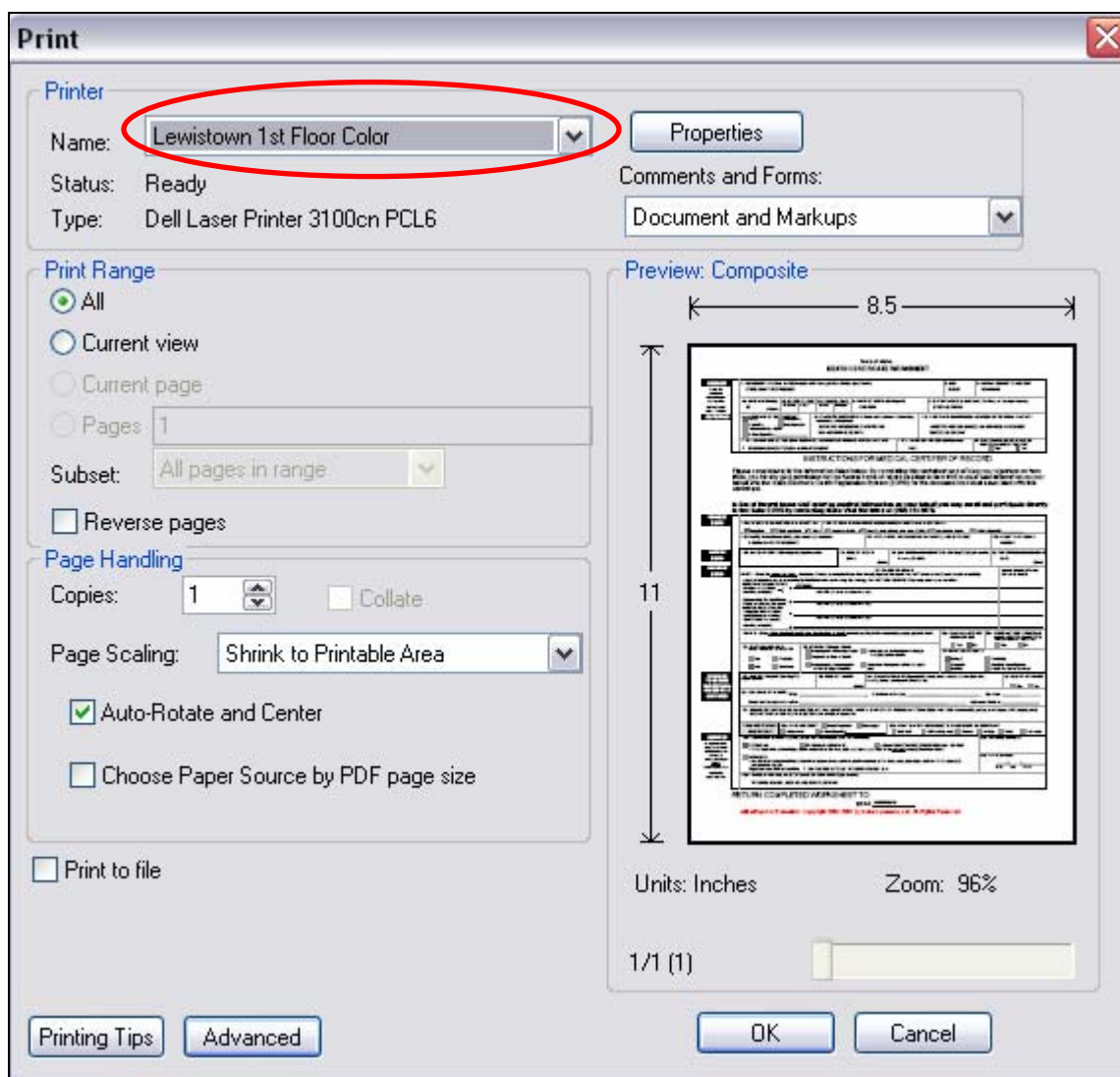


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>150 of 208</b>



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.12. Deaths by Manner and Origin

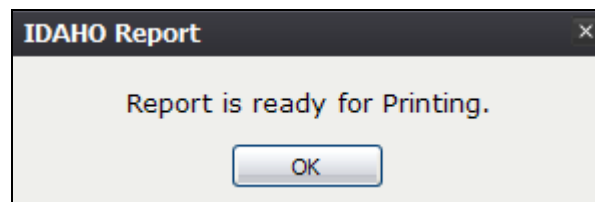
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Origin** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>151 of 208</b>

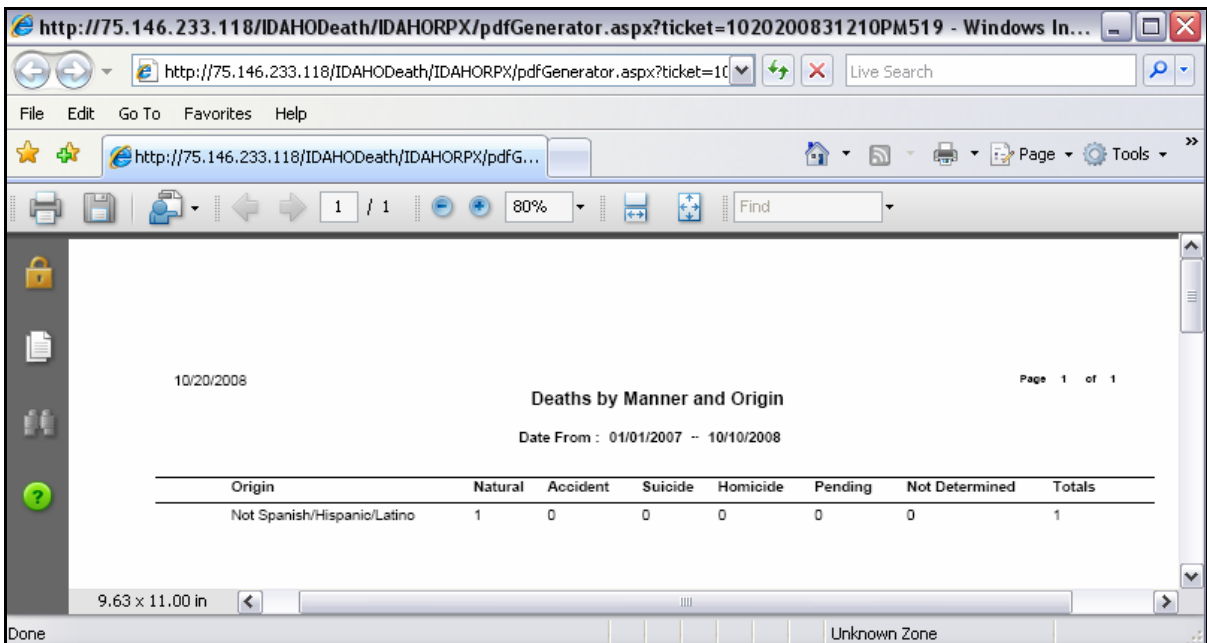
**IDAHO Report: Deaths by Manner and Origin**

From Date: \_/\_/ To Date: \_/\_/

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




10/20/2008 Page 1 of 1


**Deaths by Manner and Origin**

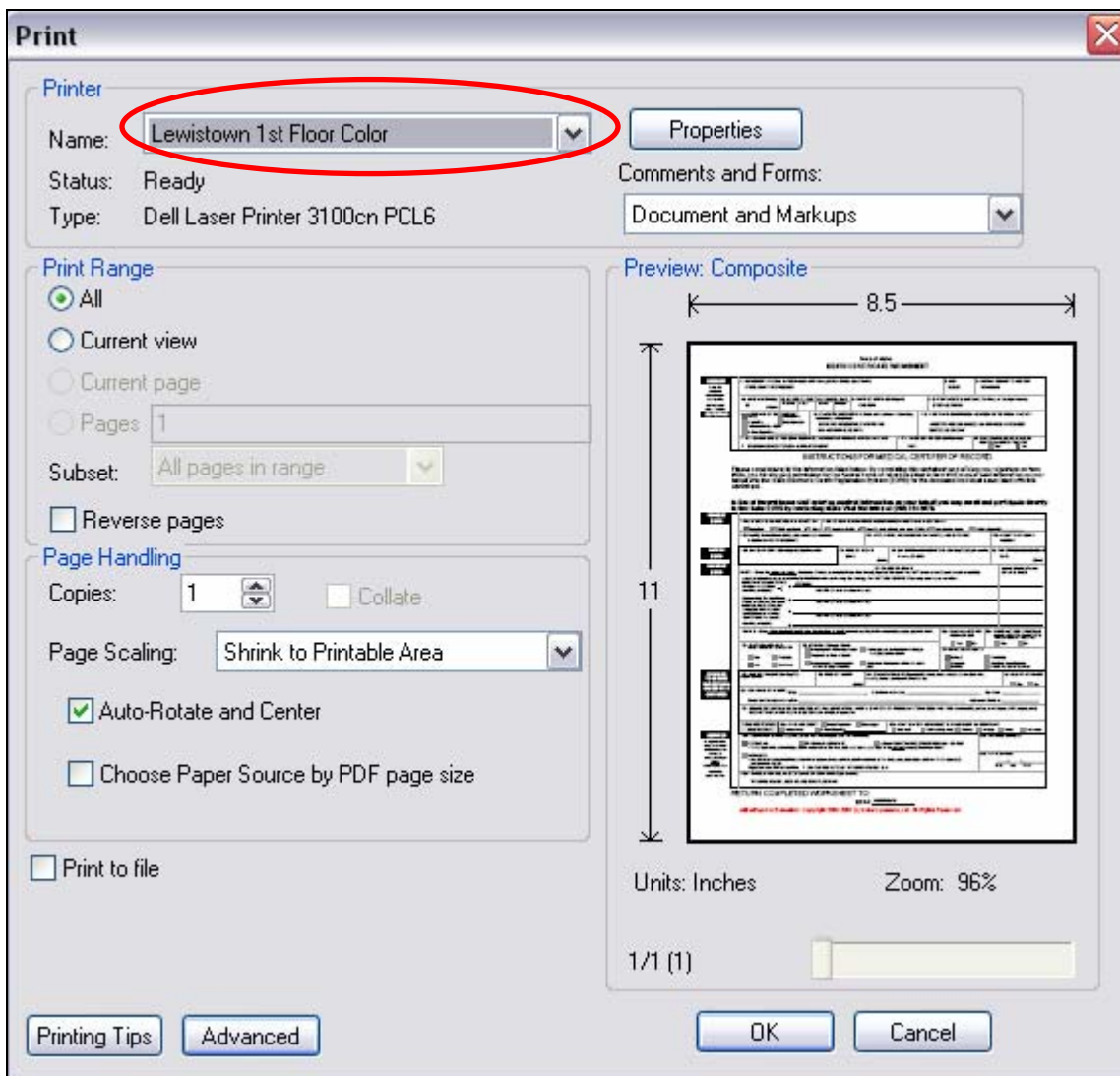
Date From : 01/01/2007 -- 10/10/2008

Origin	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
Not Spanish/Hispanic/Latino	1	0	0	0	0	0	1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>152 of 208</b>



**Print**

**Printer**

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

**Page Handling**

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%

1/1 (1)


Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.13. Deaths by Manner and Education

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Education** menu item.
- The following screen will be displayed:

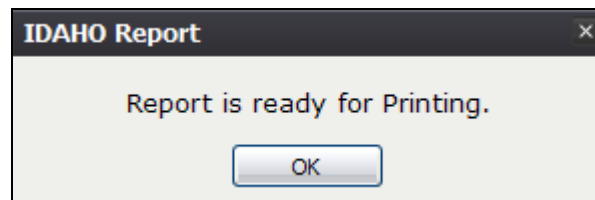


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>153 of 208</b>

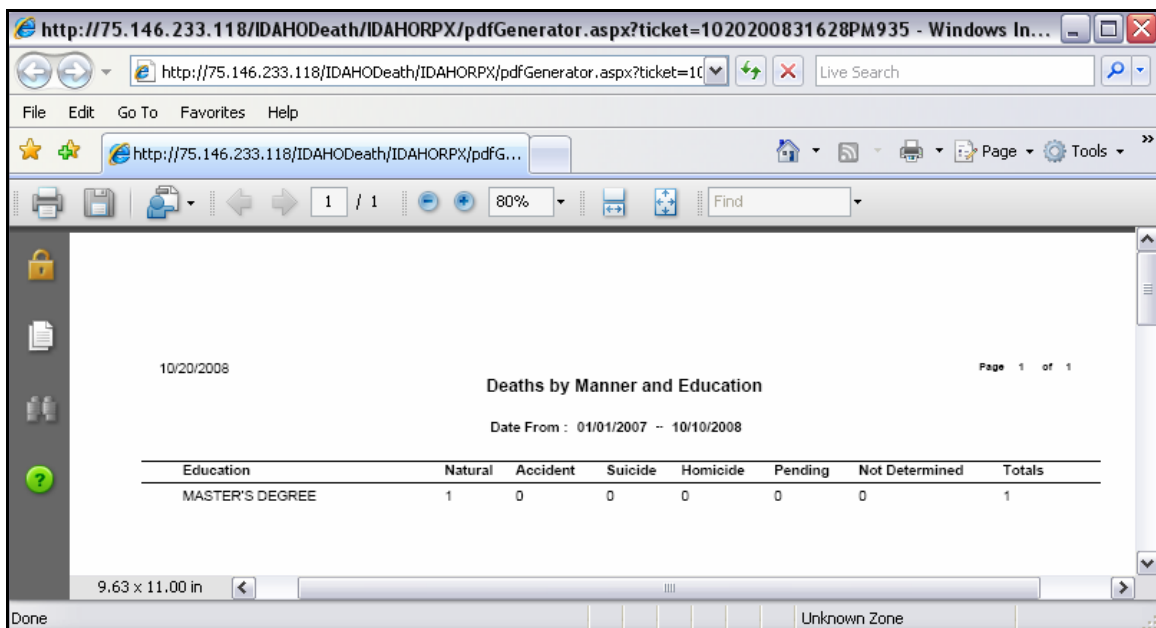
**IDAHO Report: Deaths by Manner and Education**


From Date:  To Date:


- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

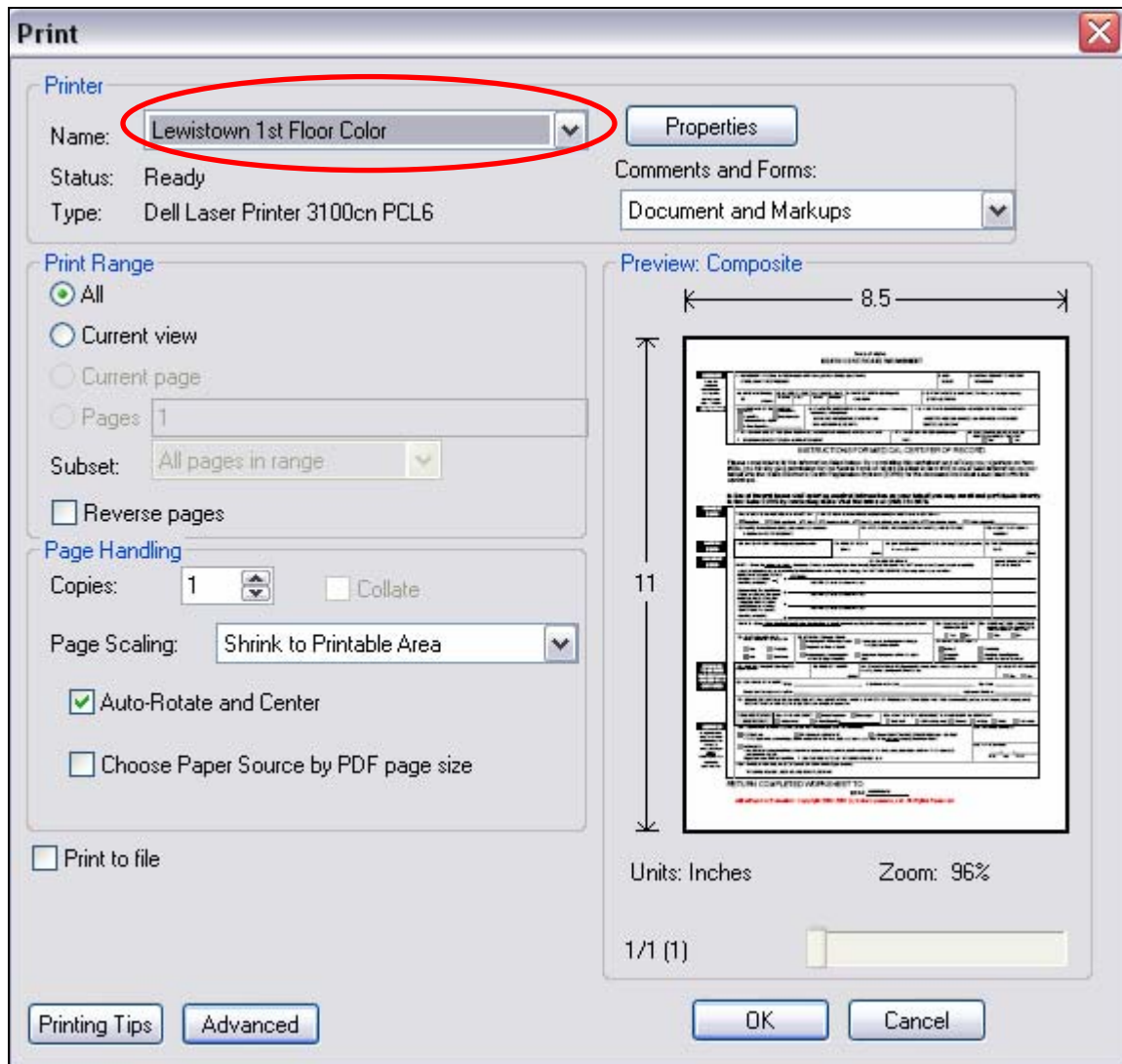


- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>154 of 208</b>	



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.14. Deaths by Manner and Marital Status

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Marital Status** menu item.
- The following screen will be displayed:

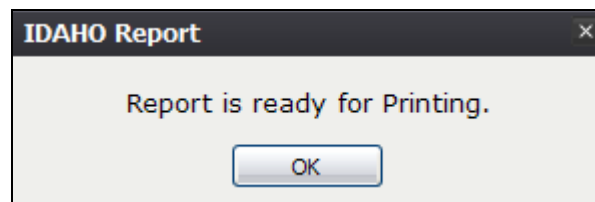
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>155 of 208</b>

**IDAHO Report: Deaths by Manner and Marital Status**

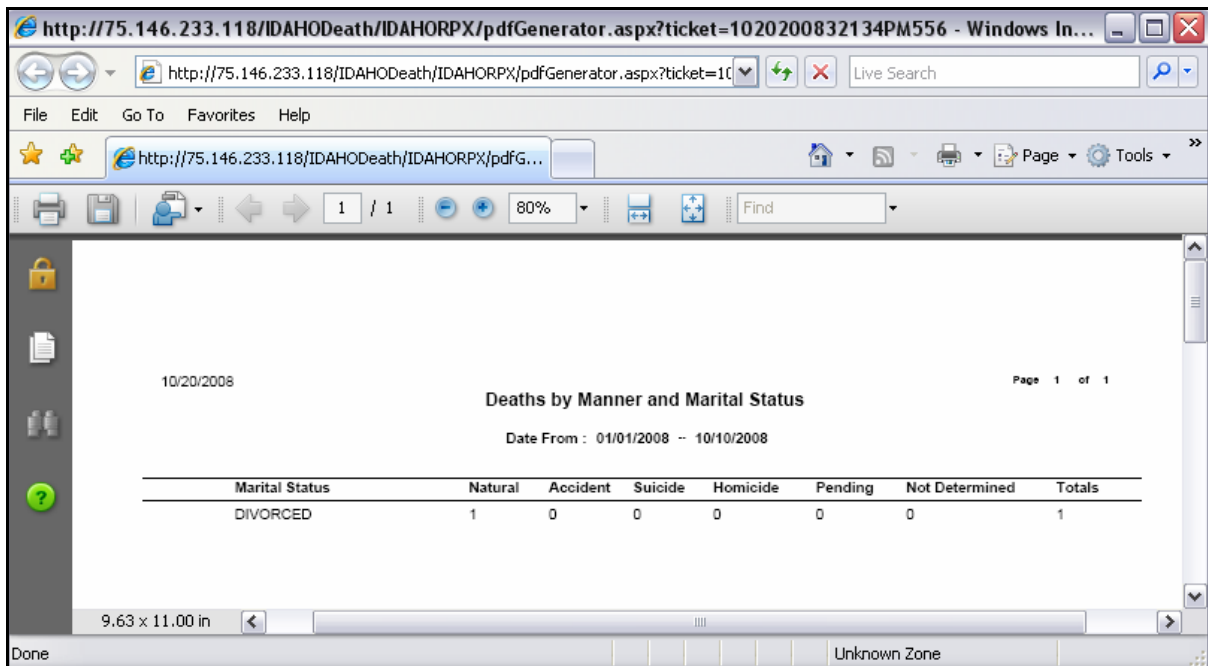
From Date:   /  /  
To Date:   /  /

Generate
Close

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.





10/20/2008 Page 1 of 1

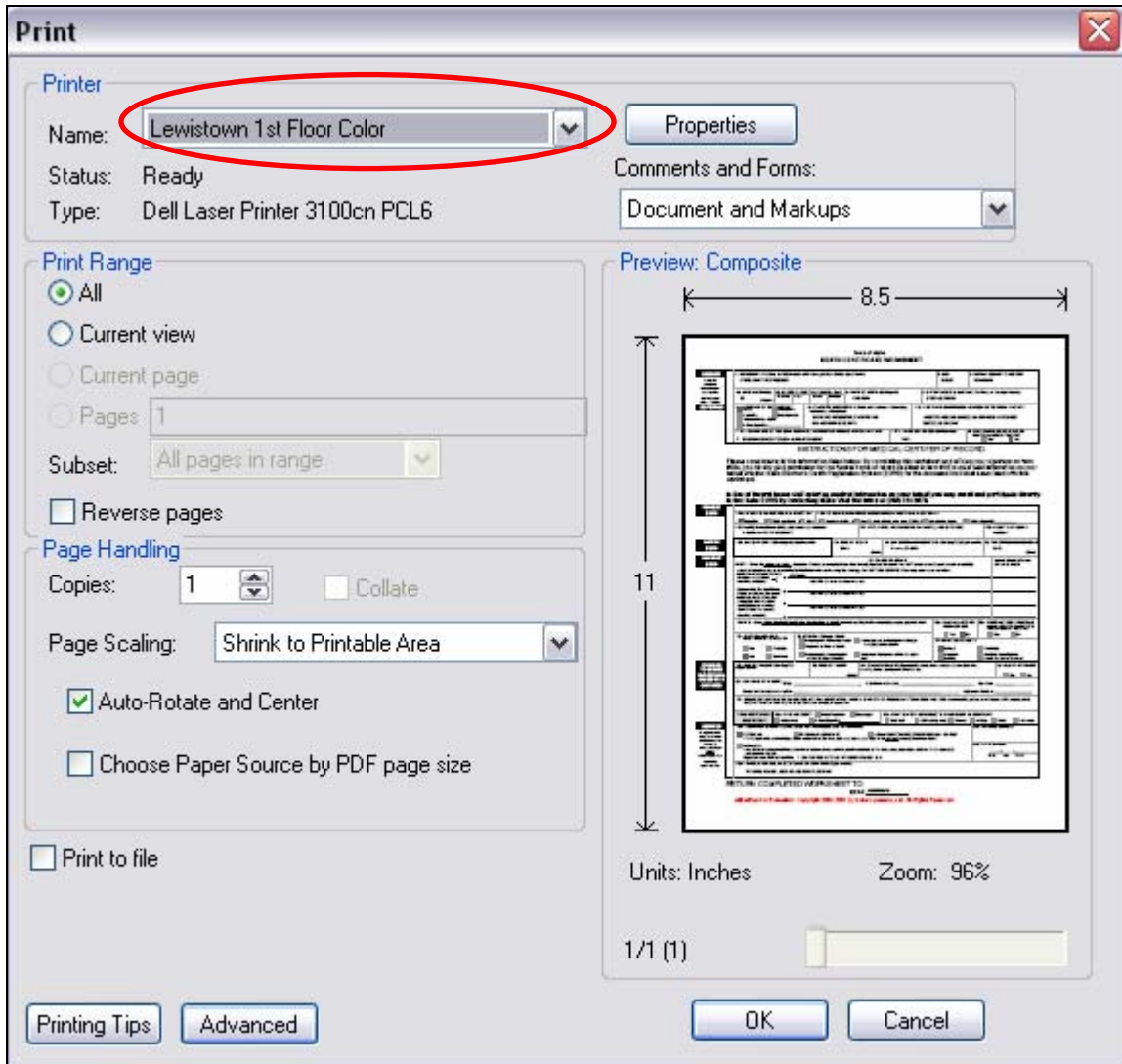
**Deaths by Manner and Marital Status**

Date From : 01/01/2008 -- 10/10/2008

Marital Status	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
DIVORCED	1	0	0	0	0	0	1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>156 of 208</b>



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.15. Deaths by Manner and Work Related (yes/no)

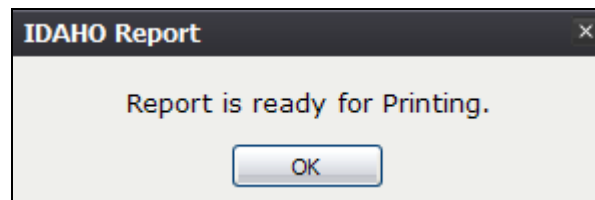
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Work Related (yes/no)** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>157 of 208</b>

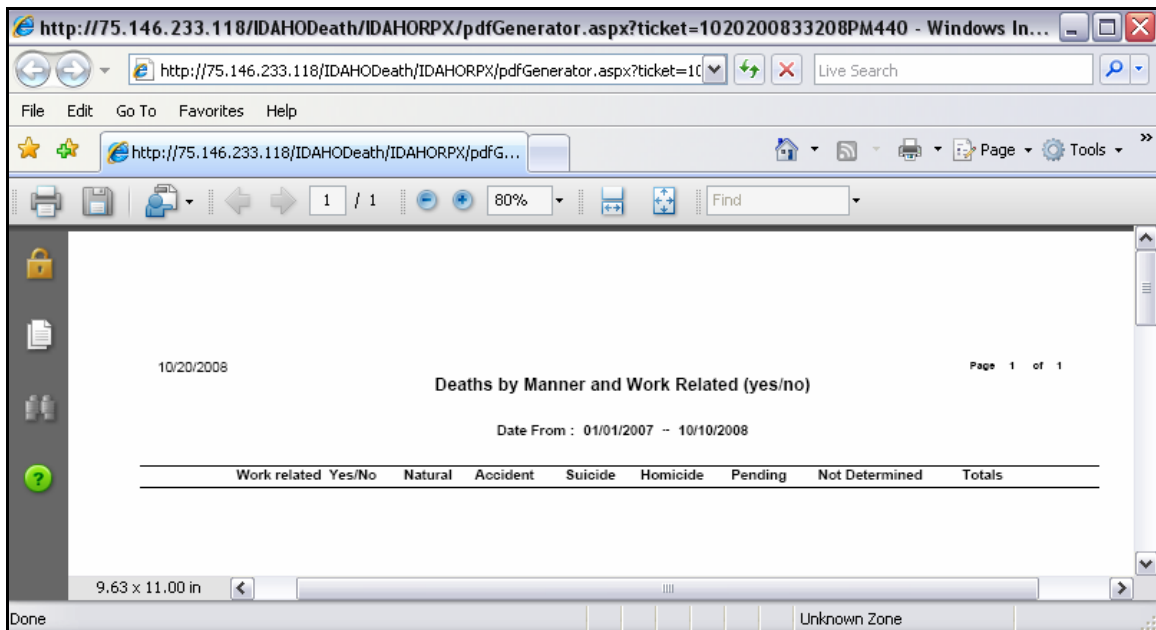
**IDAHO Report: Deaths by Manner and Work Related (yes/no)**


From Date:  To Date:


- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

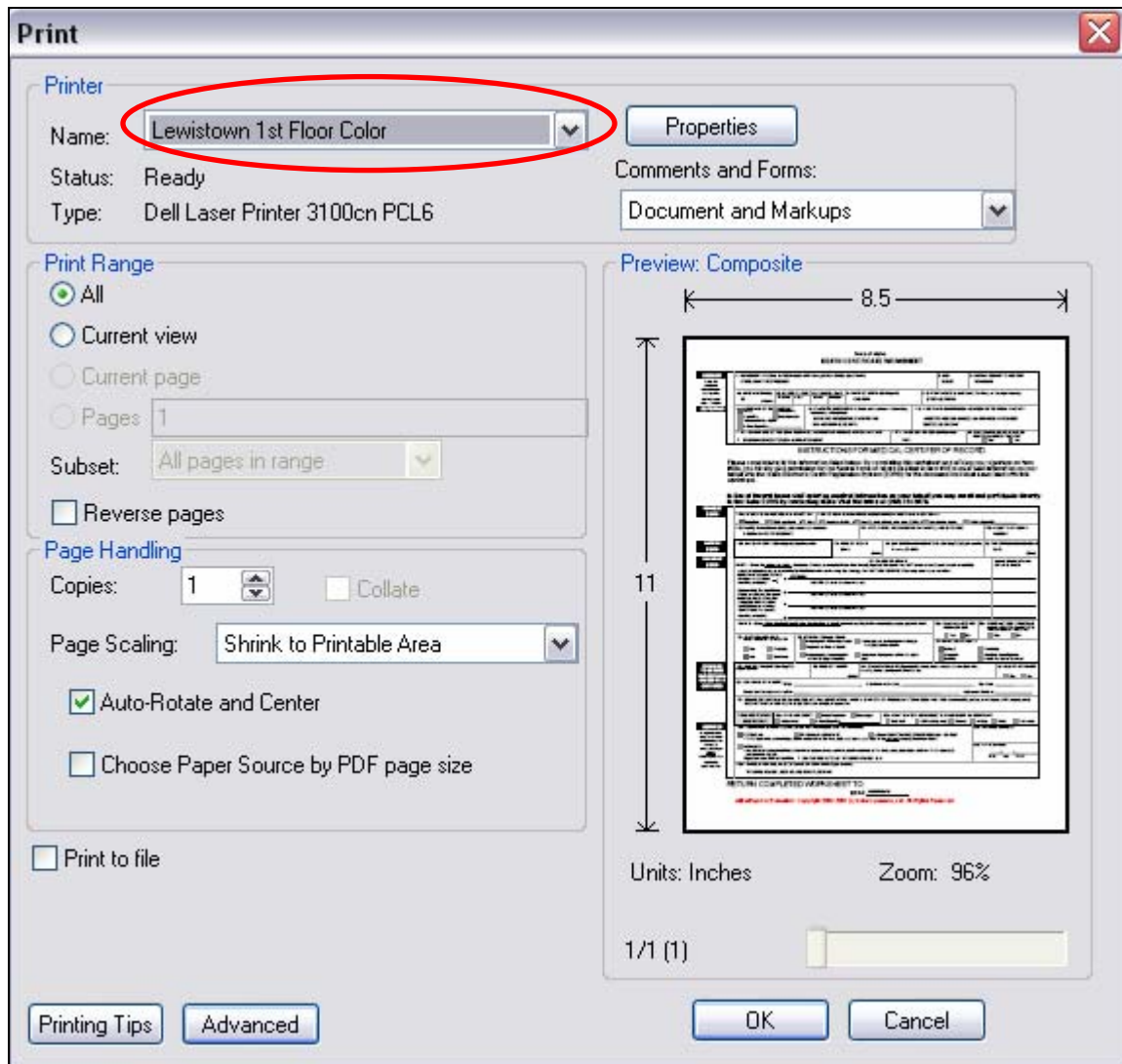


- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>158 of 208</b>	



**Print**

**Printer**

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

**Page Handling**

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.16. Deaths by Manner and Gender

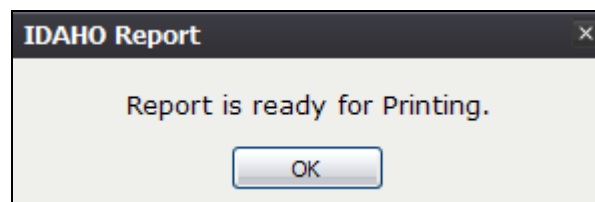
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Gender** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>159 of 208</b>

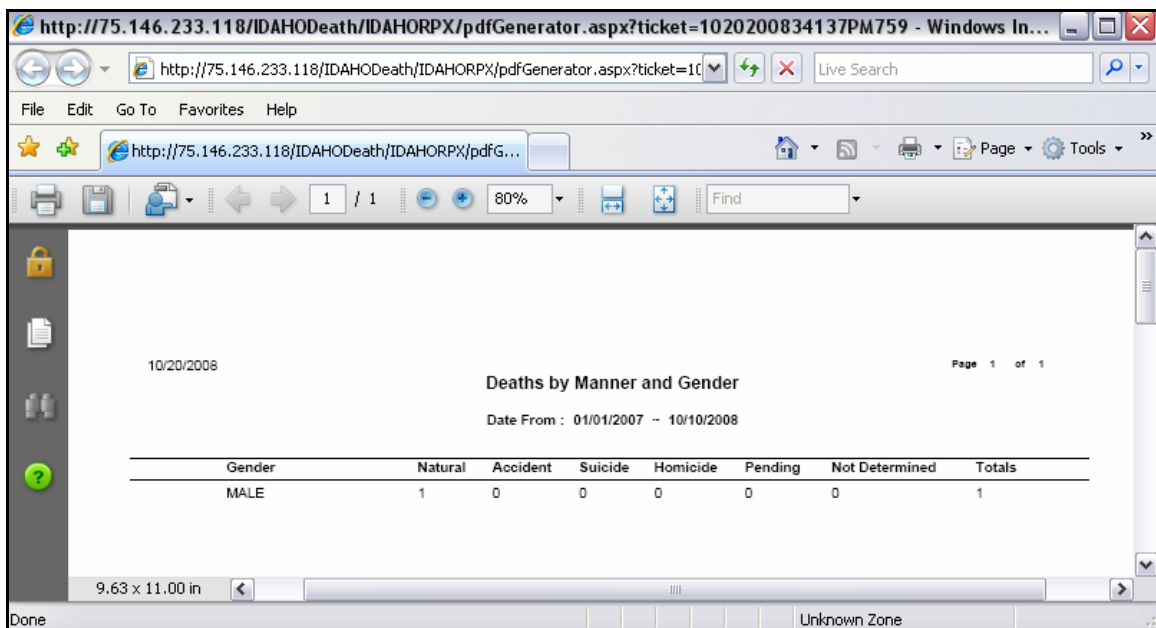
### IDAHO Report: Deaths by Manner and Gender


From Date: 
To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




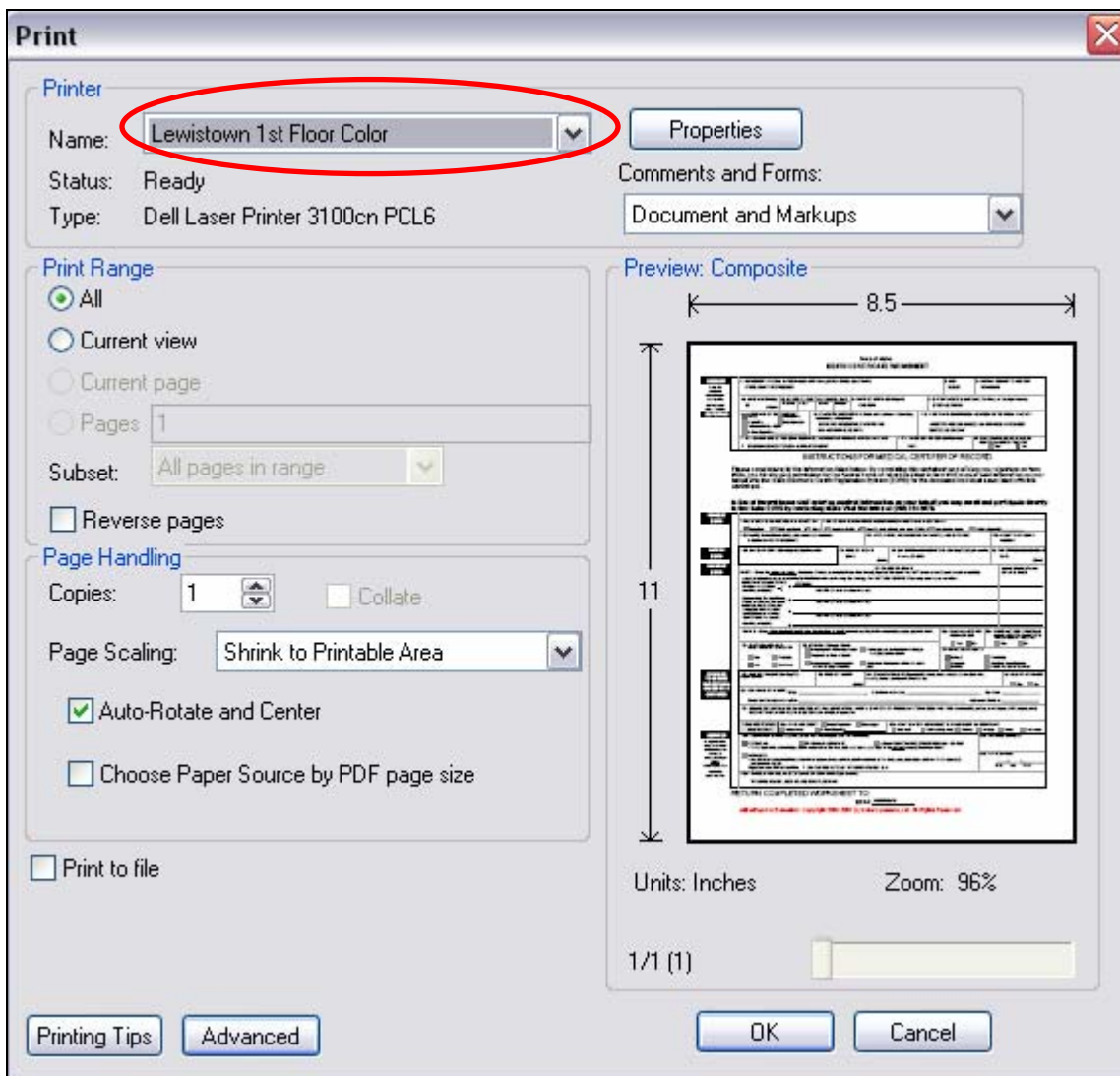
5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>160 of 208</b>	



**Print**

**Printer**

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

**Page Handling**

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%

1/1 (1)


Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.17. Manner of Death by Certifier Type

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Manner of Death by Certifier Type** menu item.
- The following screen will be displayed:

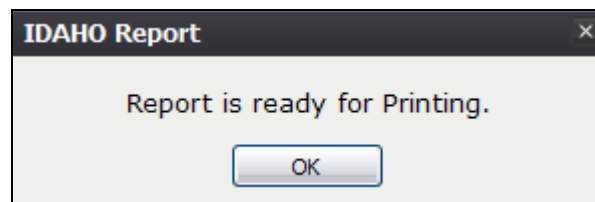


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>161 of 208</b>

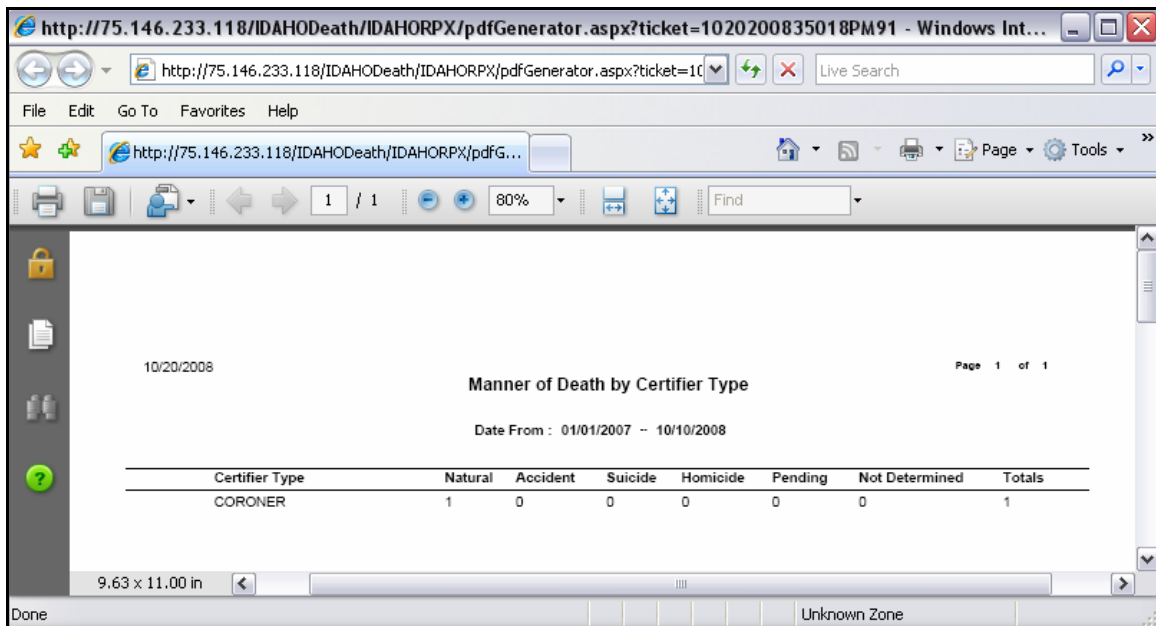
**IDAHO Report: Manner of Death by Certifier Type**


From Date:  To Date:


- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

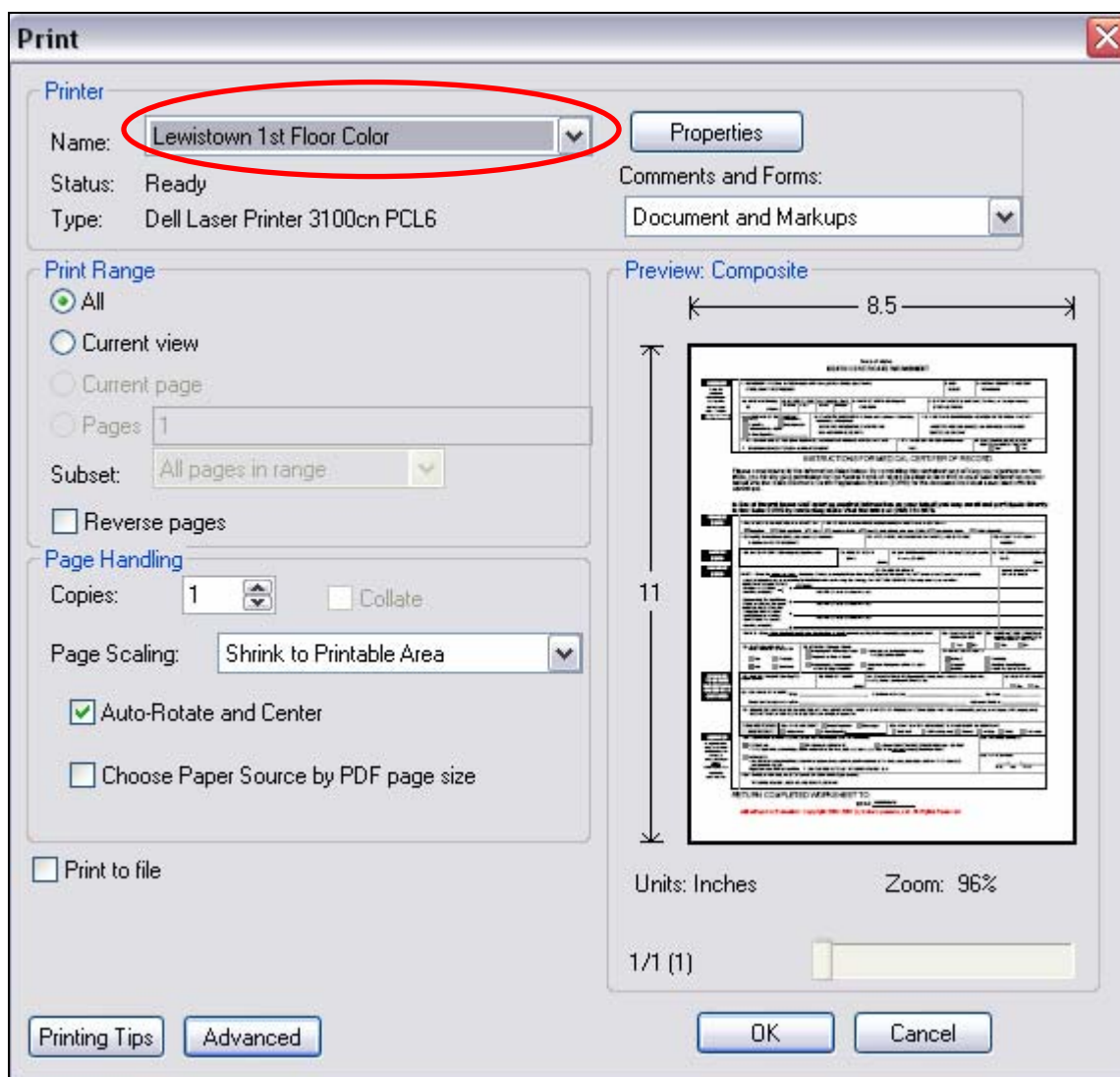


- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>162 of 208</b>	



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.1.18. Manner of Death Summary

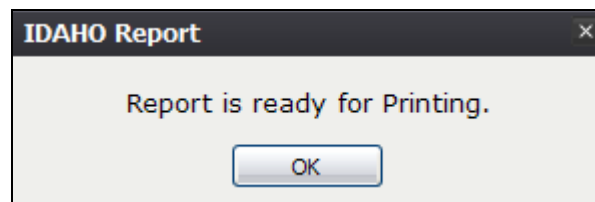
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Manner of Death Summary** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>163 of 208</b>

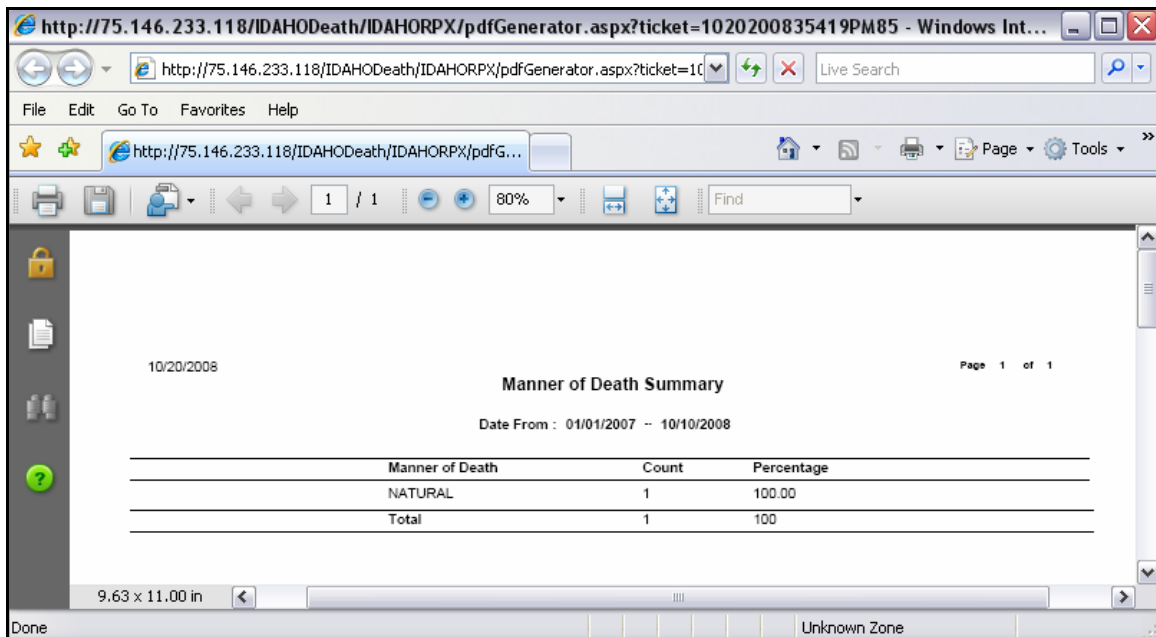
**IDAHO Report: Manner of Death Summary**


From Date:  To Date:


- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

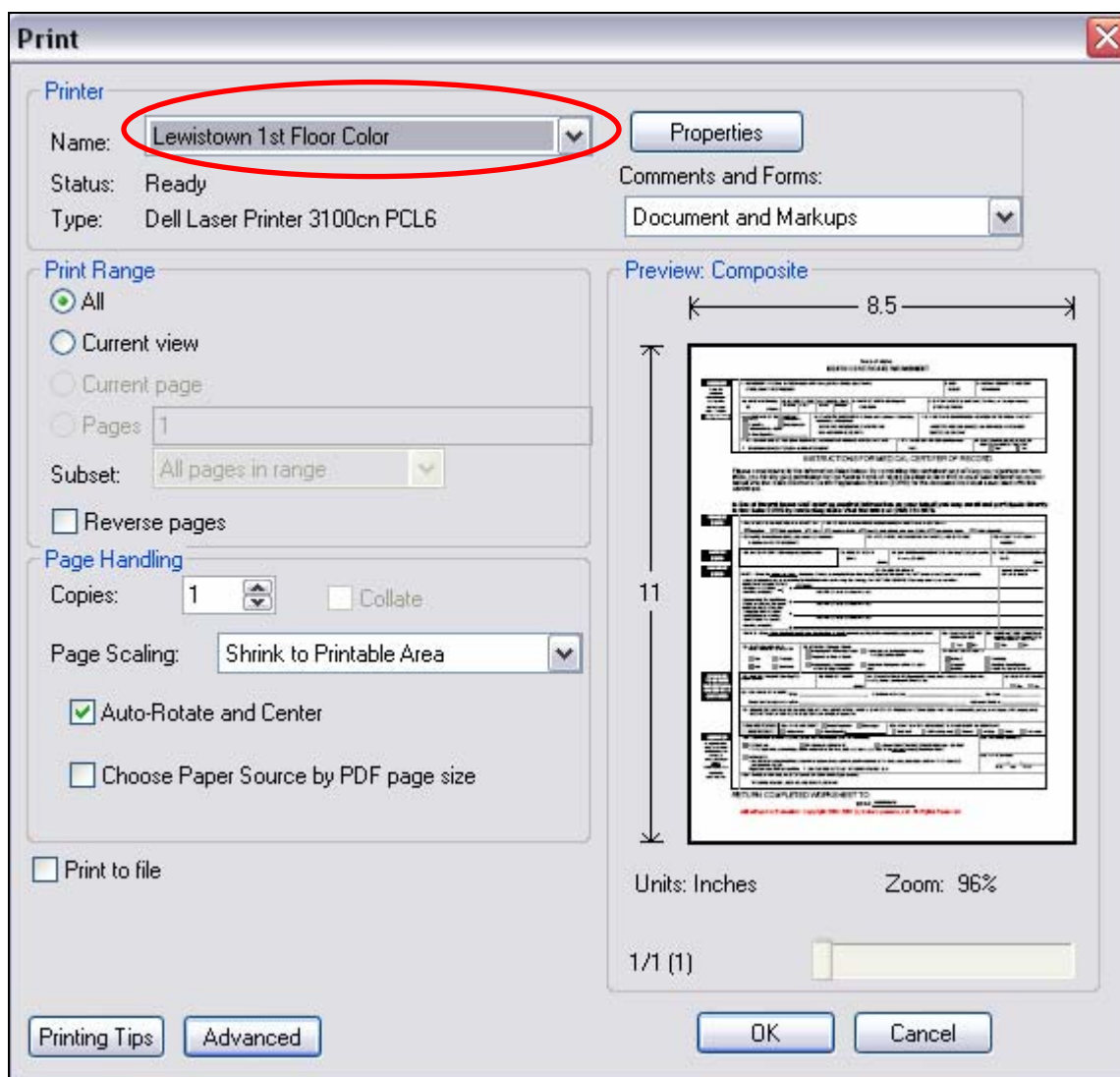


- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>164 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▲▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

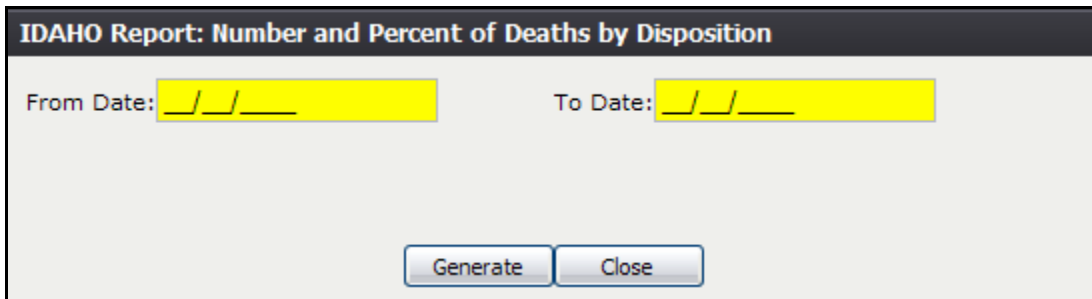
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>165 of 208</b>

#### 4.18.2. Statistics by Date

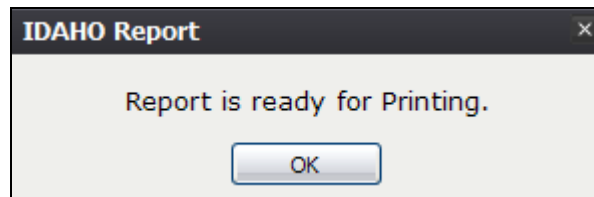
To print a report, the user will need to supply a date range based on the data of death. The report will tabulate all deaths that are within the jurisdictional rules for the user that also meet the date range criteria. The following reports may be printed:

##### 4.18.2.1. Number and Percent of Deaths by Disposition


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Statistics by Date/Number and Percent of Deaths by Disposition** menu item.
3. The following screen will be displayed:

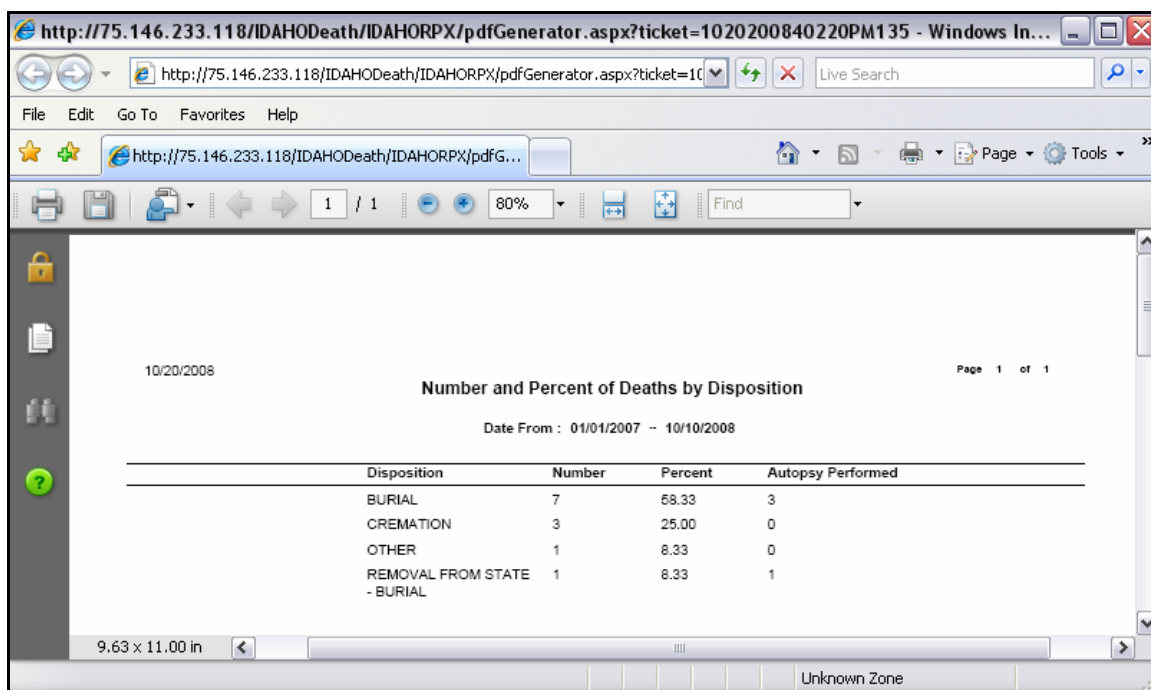



4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




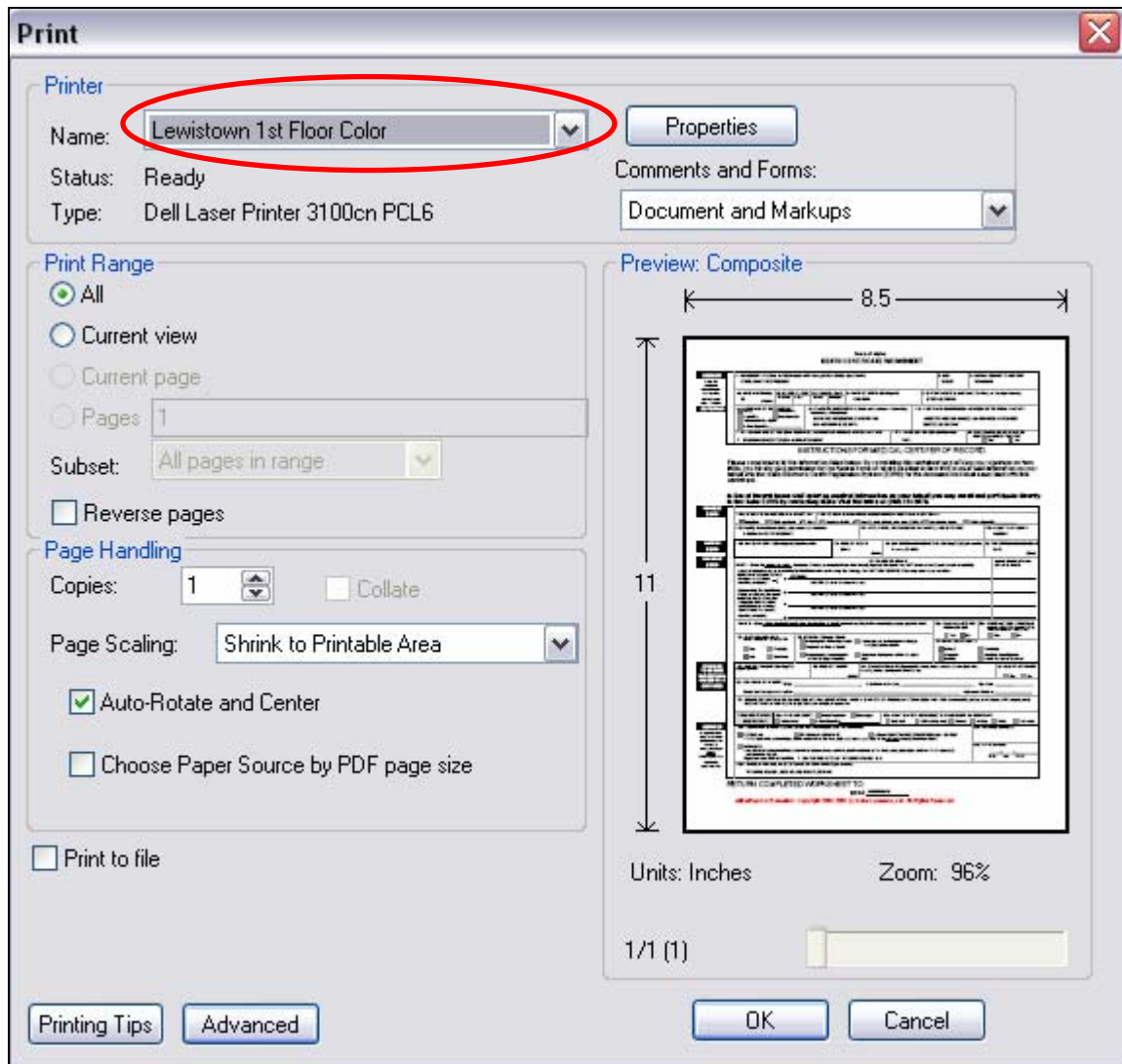
5. Click '**OK**'. The report will open in a new window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>166 of 208</b>



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>167 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.2.2. Number and Percent of Deaths by Ever in US Armed Forces

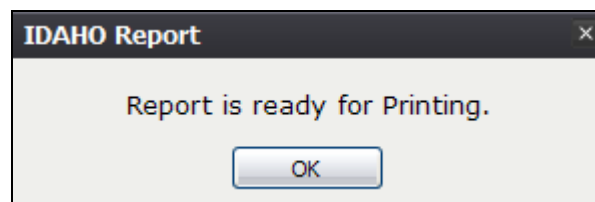
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/Number and Percent of Deaths by Ever in US Armed Forces** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>168 of 208</b>

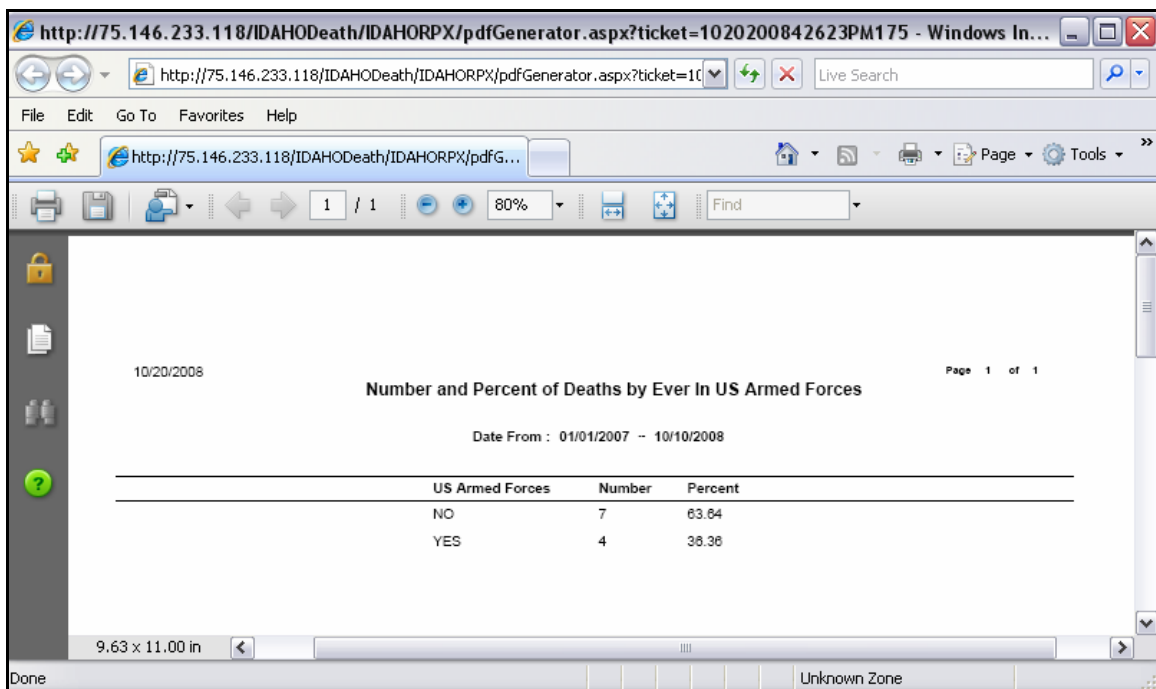
**IDAHO Report: Number and Percent of Deaths by Ever In US Armed Forces**


From Date:  To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




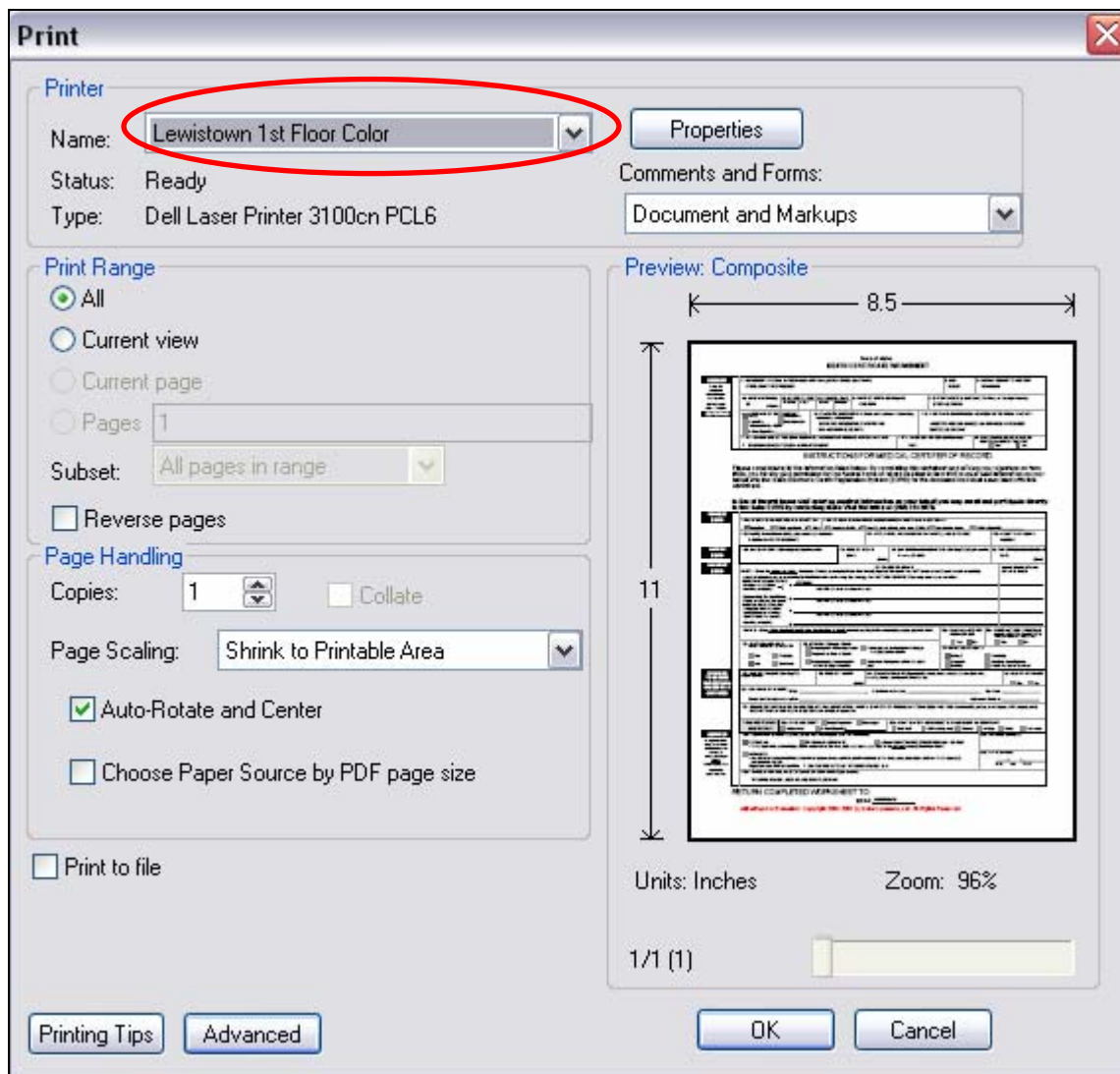
5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>169 of 208</b>	



**Print**

**Printer**

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

**Page Handling**

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.2.3. Number and Percent of Deaths by Certifier Type

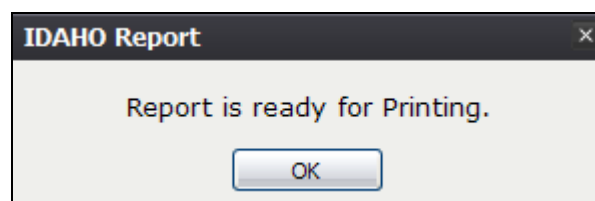
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/Number and Percent of Deaths by Certifier Type** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>170 of 208</b>

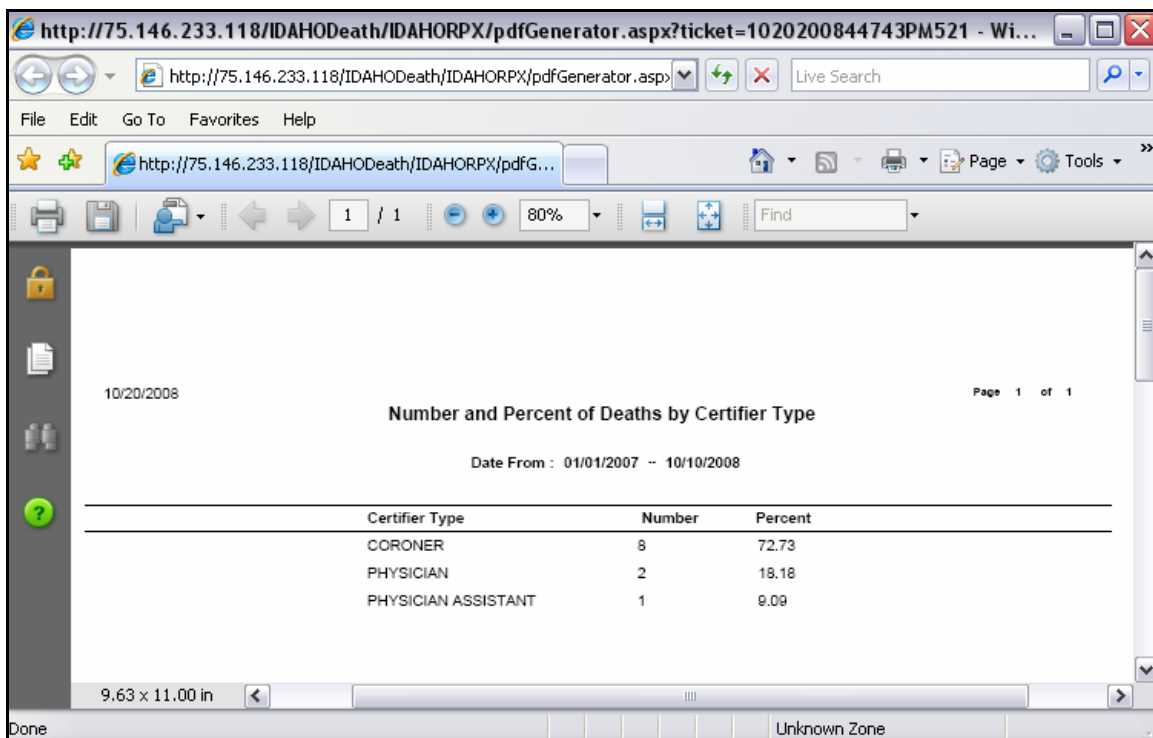
**IDAHO Report: Number and Percent of Deaths by Certifier Type**

From Date:  To Date:

- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



- Click '**OK**'. The report will open in a new window.



10/20/2008

**Number and Percent of Deaths by Certifier Type**


Date From : 01/01/2007 -- 10/10/2008


Certifier Type	Number	Percent
CORONER	8	72.73
PHYSICIAN	2	18.18
PHYSICIAN ASSISTANT	1	9.09

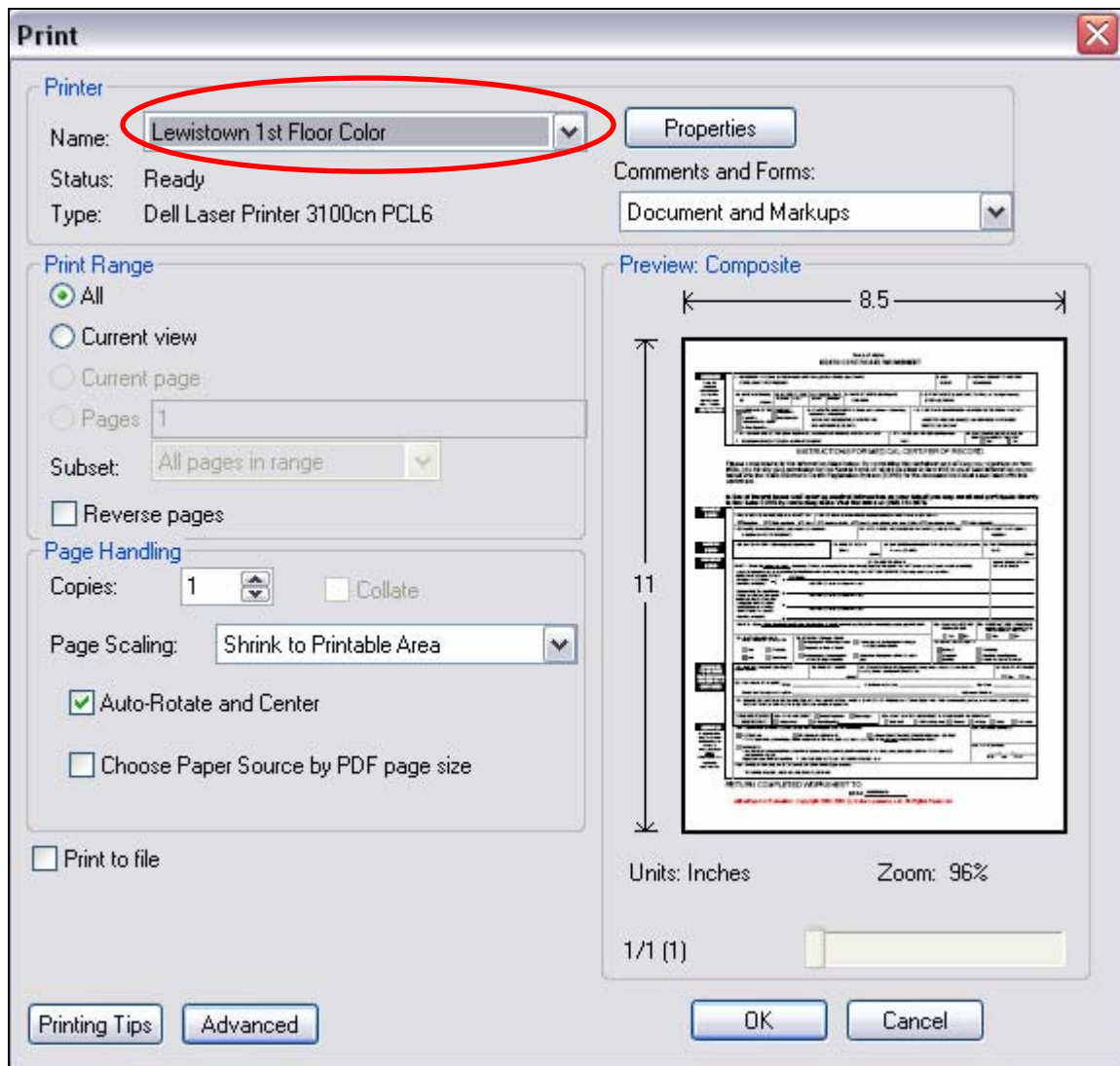
9.63 x 11.00 in

Done

Unknown Zone

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>171 of 208</b>	


- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



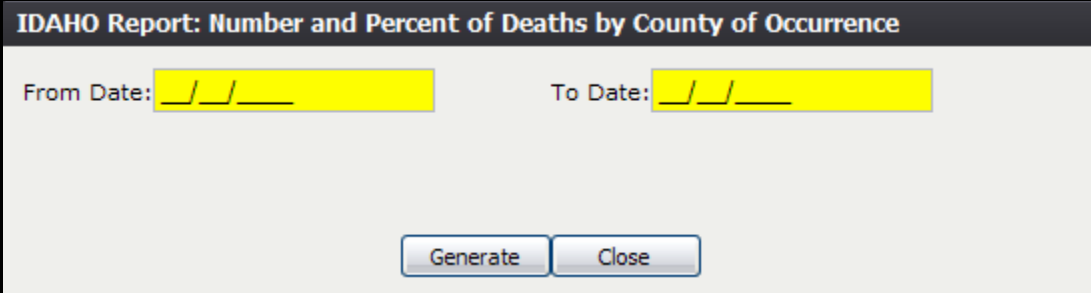
- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.2.4. Number and Percent of Deaths by County of Occurrence

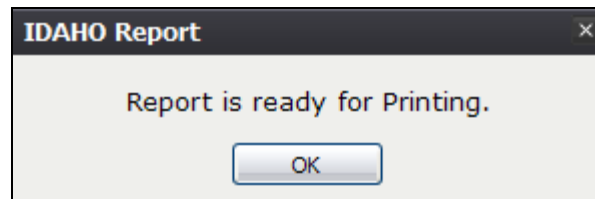
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>172 of 208</b>


2. Select the **Reports/Statistics by Date/Number and Percent of Deaths by County of Occurrence** menu item.
3. The following screen will be displayed:

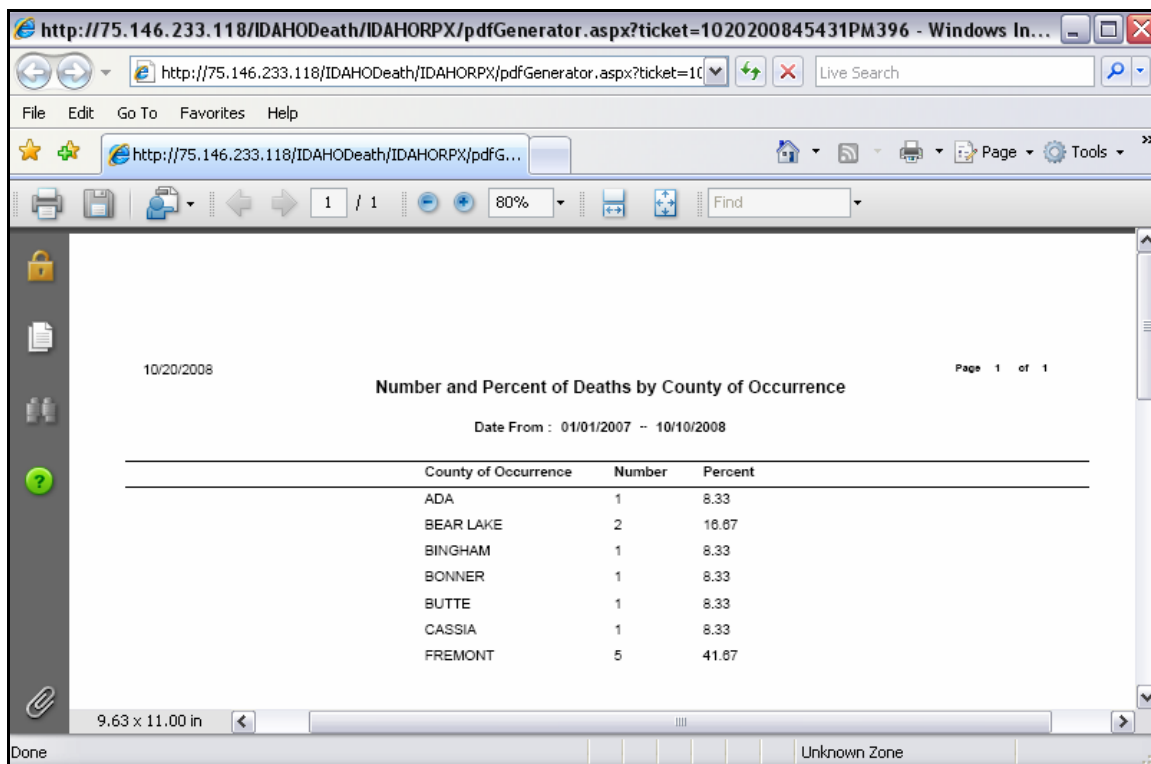


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>173 of 208</b>



10/20/2008

Page 1 of 1

Number and Percent of Deaths by County of Occurrence


Date From : 01/01/2007 -- 10/10/2008


County of Occurrence	Number	Percent
ADA	1	8.33
BEAR LAKE	2	16.67
BINGHAM	1	8.33
BONNER	1	8.33
BUTTE	1	8.33
CASSIA	1	8.33
FREMONT	5	41.67

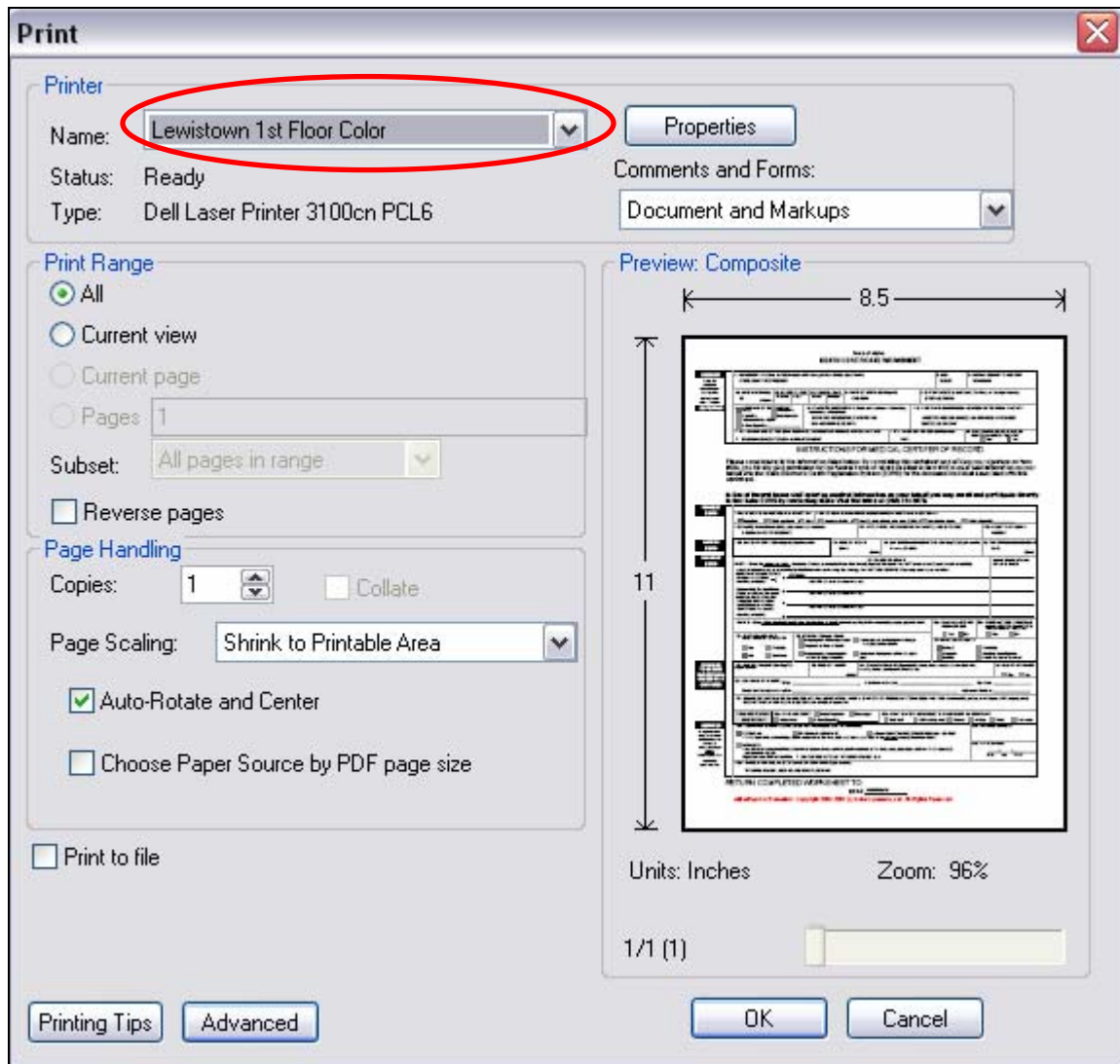
9.63 x 11.00 in

Done

Unknown Zone

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>174 of 208</b>	



7. Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.2.5. Timeliness Report

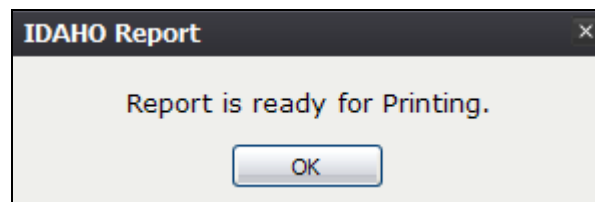
1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Statistics by Date/Timeliness Report** menu item.
3. The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>175 of 208</b>

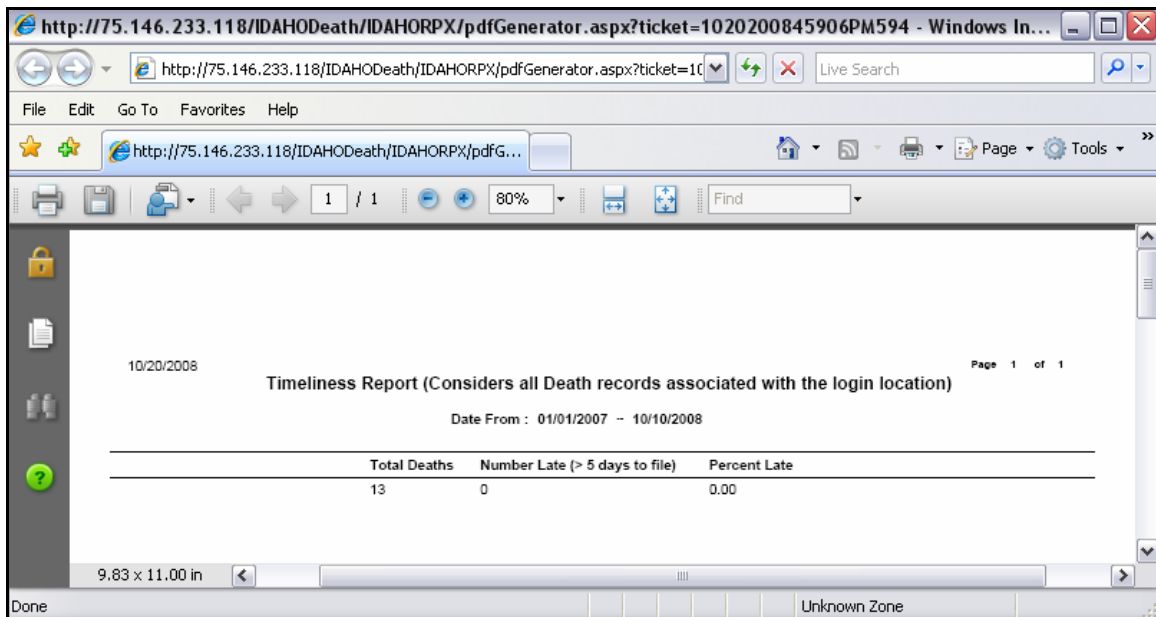
**IDAHO Report: Timeliness Report**


From Date:  To Date:

- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




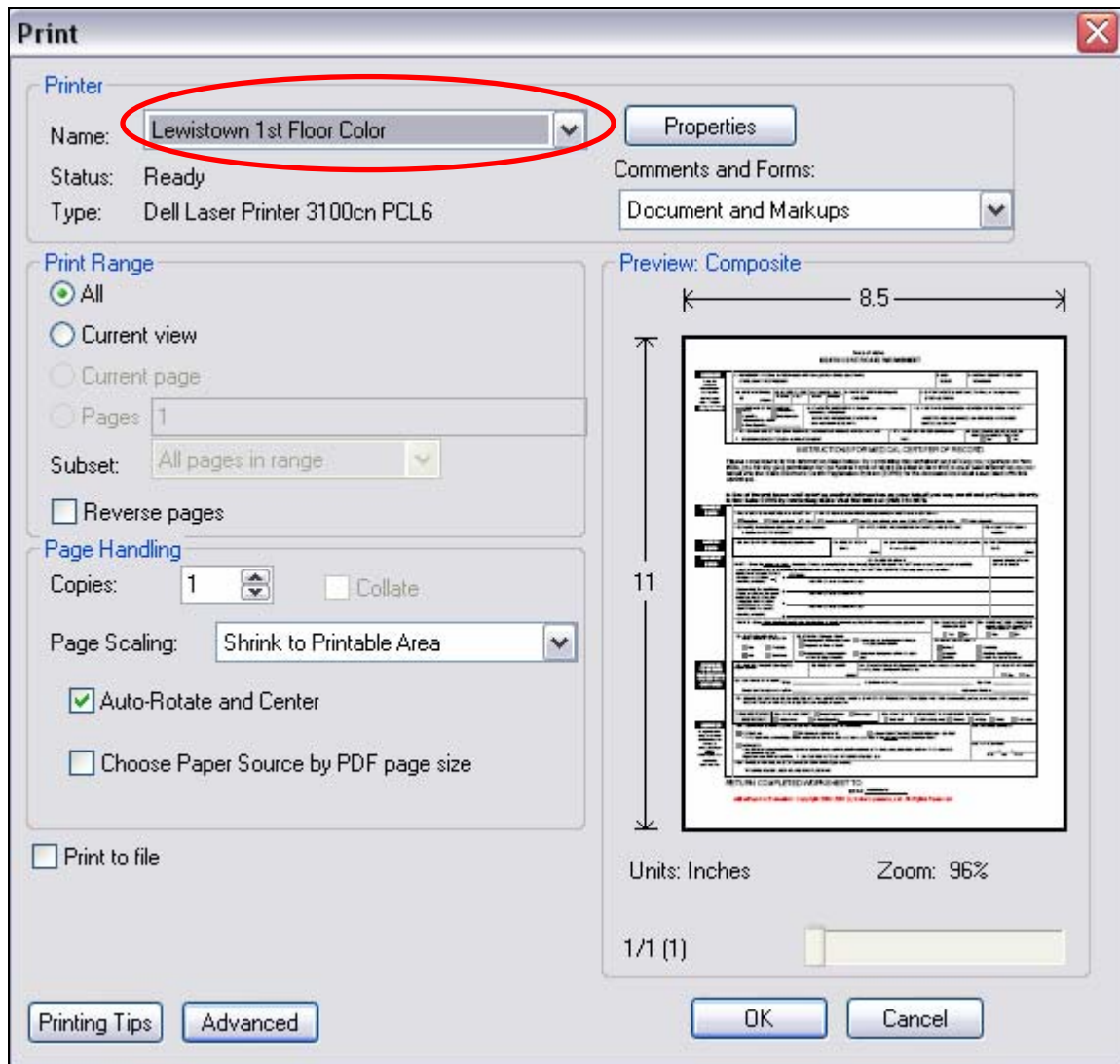
- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>176 of 208</b>



**Print**

**Printer**

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

**Page Handling**

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11

Units: Inches Zoom: 96%

1/1 (1)


Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.2.6. Average Age at Death for Males and Females

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/ Average Age at Death for Males and Females** menu item.
- The following screen will be displayed:

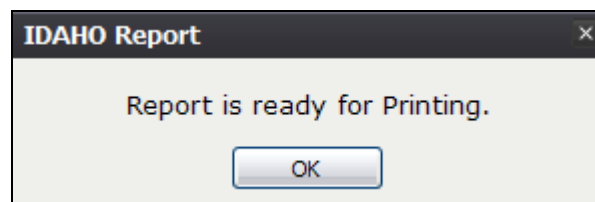


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>177 of 208</b>

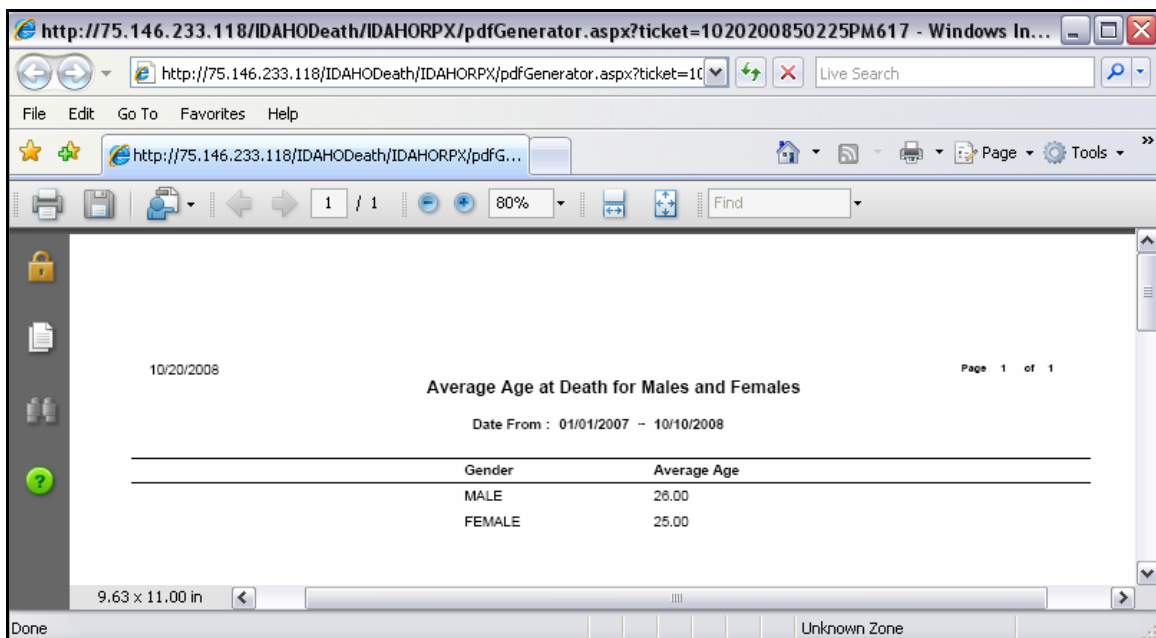
**IDAHO Report: Average Age at Death for Males and Females**


From Date:  To Date:


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

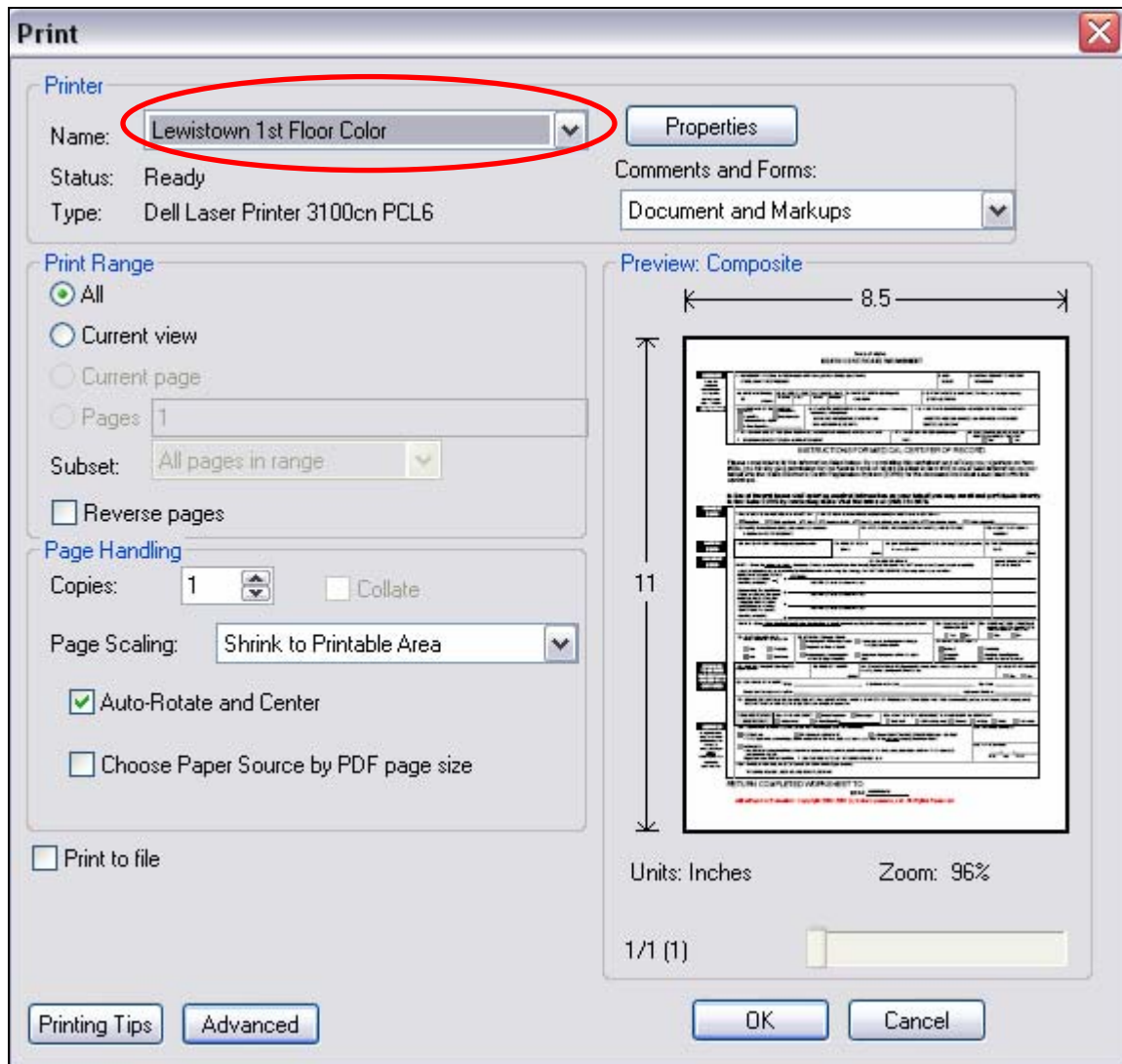


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>178 of 208</b>	



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.2.7. Number of Transportation Injury Deaths by Safety Device Use

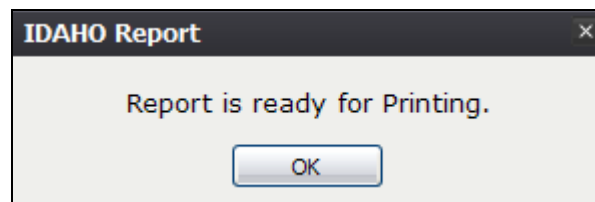
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/Number of Transportation Injury Deaths by Safety Device Use** menu item.
- The following screen will be displayed:

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>179 of 208</b>

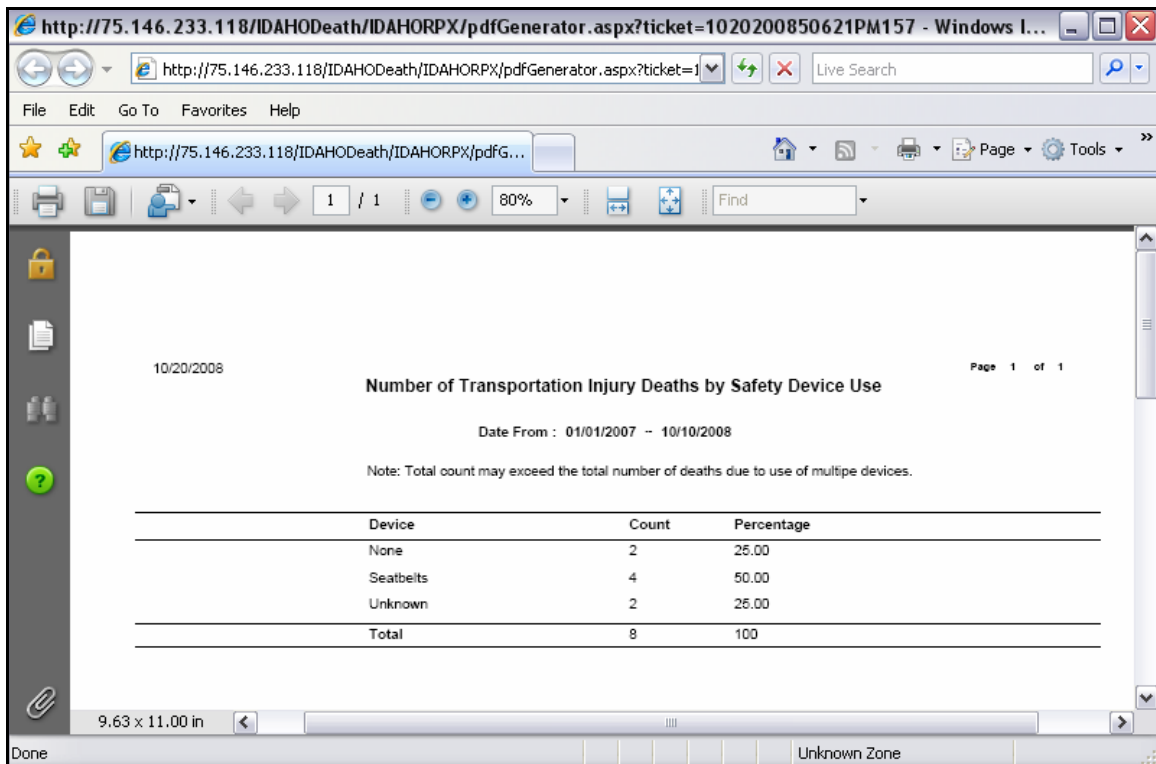
**IDAHO Report: Number of Transportation Injury Deaths by Safety Device Use**

From Date:  To Date:

- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



- Click '**OK**'. The report will open in a new window.





The screenshot shows a web browser window with the address bar displaying: <http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1020200850621PM157>. The browser interface includes a menu bar (File, Edit, Go To, Favorites, Help), a toolbar with navigation and printing icons, and a status bar at the bottom showing 'Done' and 'Unknown Zone'.

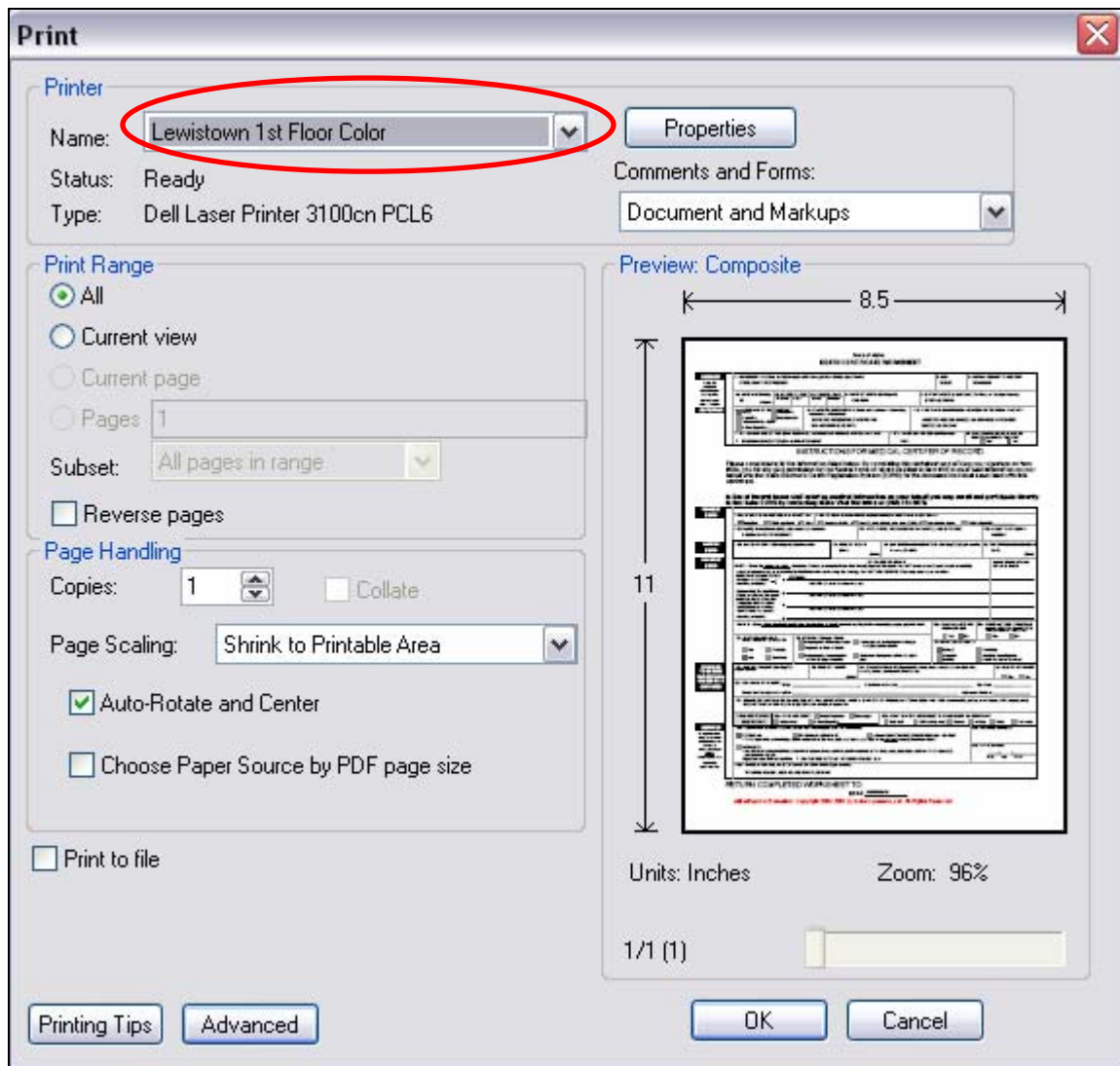
The main content area displays the report titled "10/20/2008 Number of Transportation Injury Deaths by Safety Device Use". Below the title, it specifies the date range: "Date From : 01/01/2007 -- 10/10/2008". A note states: "Note: Total count may exceed the total number of deaths due to use of multiple devices."

Device	Count	Percentage
None	2	25.00
Seatbelts	4	50.00
Unknown	2	25.00
<b>Total</b>	<b>8</b>	<b>100</b>

The report is displayed as a PDF document, with a sidebar on the left showing navigation icons and a status bar at the bottom indicating the page size as "9.63 x 11.00 in".

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>180 of 208</b>	


- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



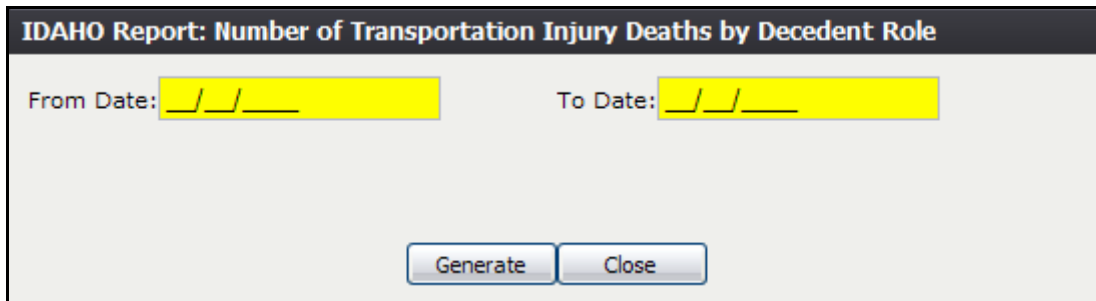
- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

#### 4.18.2.8. Number of Transportation Injury Deaths by Decedent Role

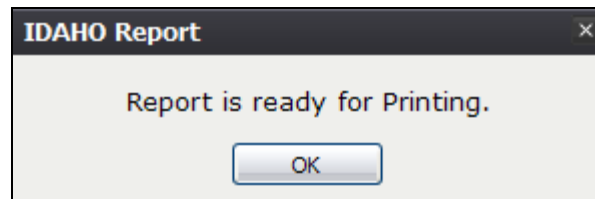
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>181 of 208</b>


2. Select the **Reports/Statistics by Date/Number of Transportation Injury Deaths by Decedent Role** menu item.
3. The following screen will be displayed:

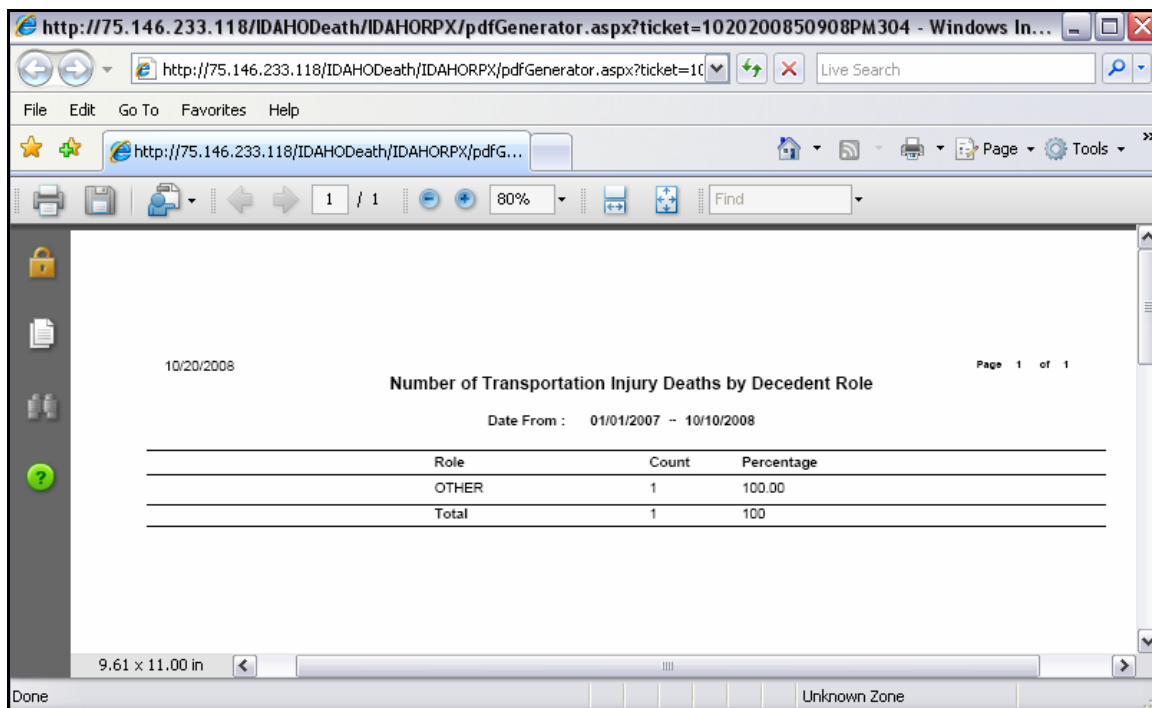



4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




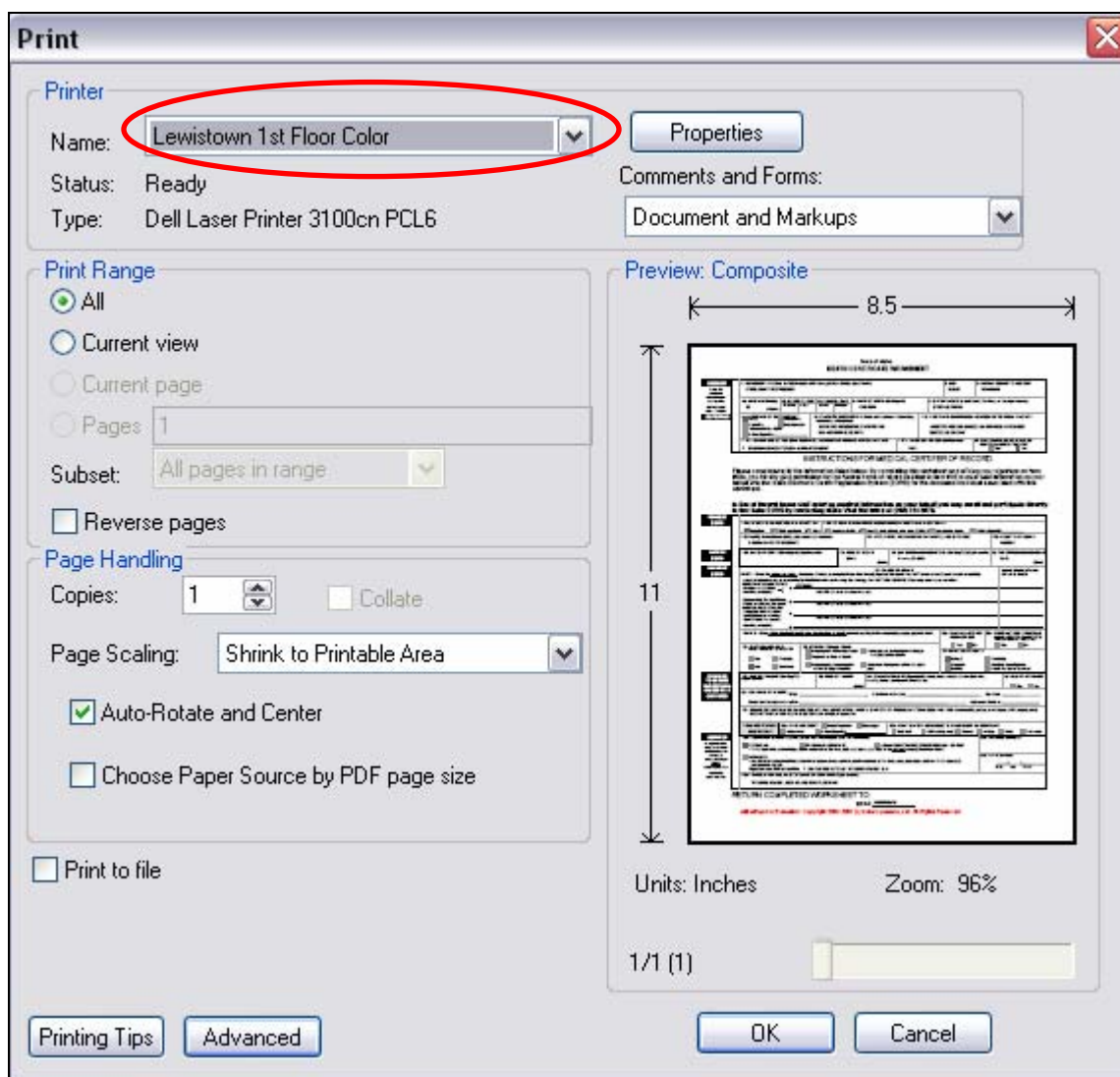
5. Click '**OK**'. The report will open in a new window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>182 of 208</b>



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>183 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▲▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

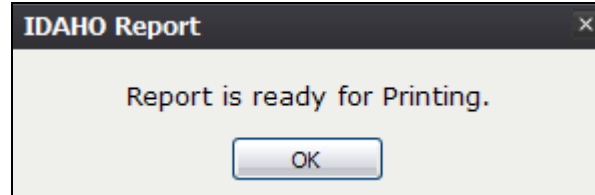
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>184 of 208</b>

#### 4.18.3. Burial Removal Transit Permit Log (BTP Log)

Records contained in this report indicate those records where a State of Idaho – Authorization for Final Disposition – Transit Permit Form has not been printed by the Funeral Home user. Records will remain on this report until either the form is printed by the Funeral Home user or the State of Idaho accepts the record for filing. The form may be printed at any time for expediting its completion with physical signatures.


The BTP Log may be printed as follows:

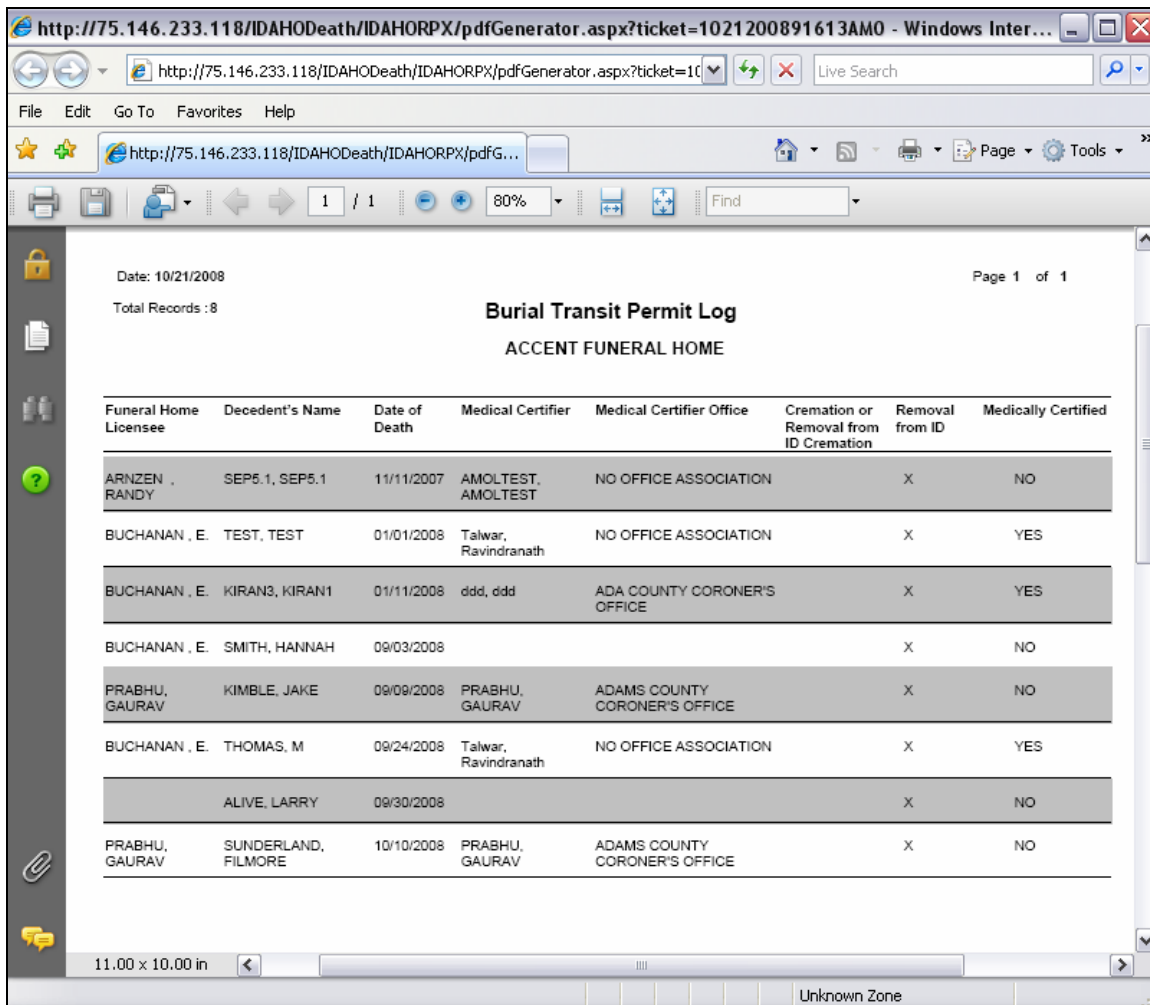
1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Burial Removal Transit Permit Log** menu item.
3. The following message will be displayed:



4. Click '**OK**'. The report will open in a new window.




	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>185 of 208</b>




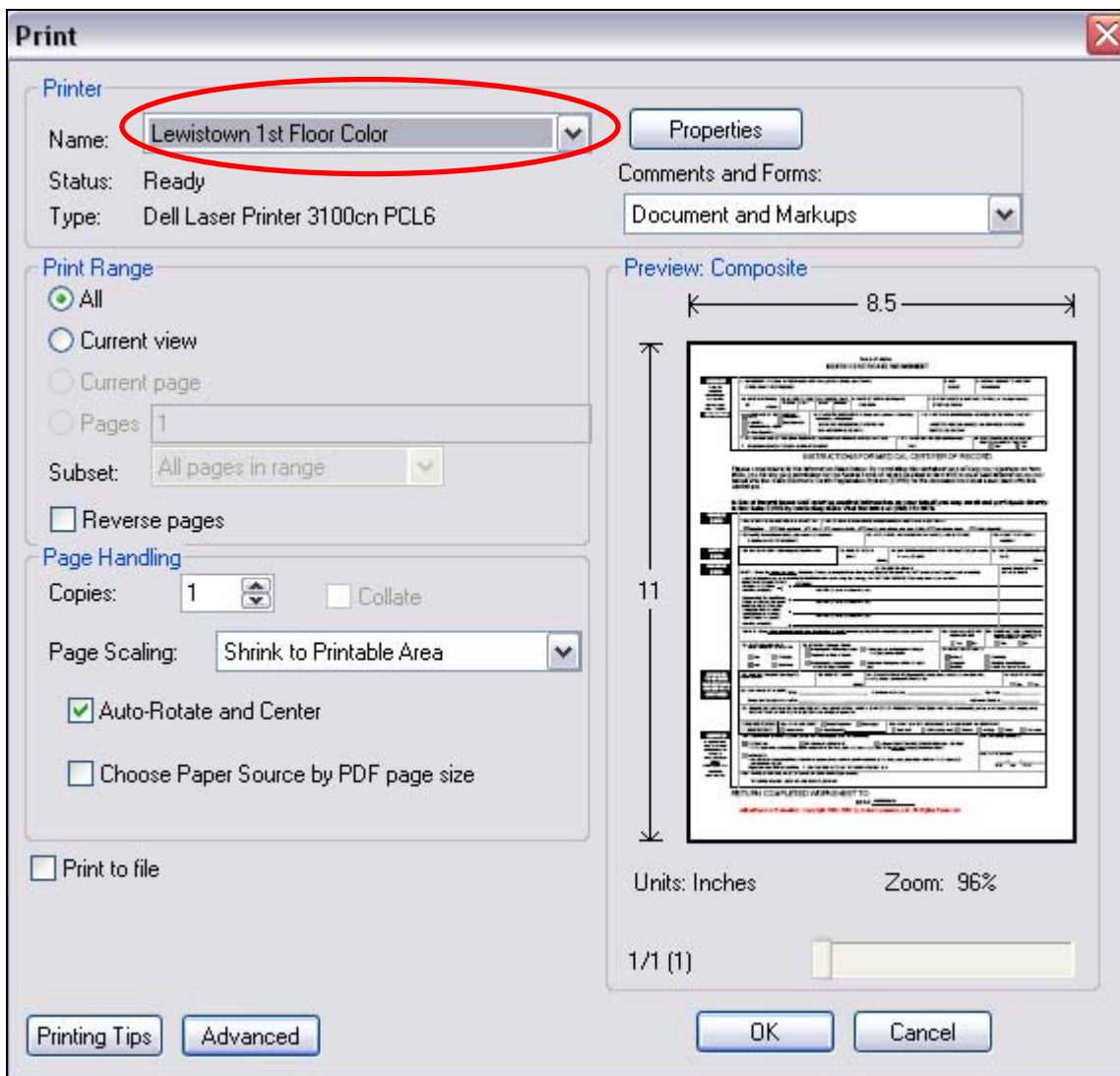
Date: 10/21/2008  
Total Records : 8

**Burial Transit Permit Log**  
**ACCENT FUNERAL HOME**

Funeral Home Licensee	Decedent's Name	Date of Death	Medical Certifier	Medical Certifier Office	Cremation or Removal from ID Cremation	Removal from ID	Medically Certified
ARNZEN, RANDY	SEP5.1, SEP5.1	11/11/2007	AMOLTEST, AMOLTEST	NO OFFICE ASSOCIATION		X	NO
BUCHANAN, E.	TEST, TEST	01/01/2008	Talwar, Ravindranath	NO OFFICE ASSOCIATION		X	YES
BUCHANAN, E.	KIRAN3, KIRAN1	01/11/2008	ddd, ddd	ADA COUNTY CORONER'S OFFICE		X	YES
BUCHANAN, E.	SMITH, HANNAH	09/03/2008				X	NO
PRABHU, GAURAV	KIMBLE, JAKE	09/09/2008	PRABHU, GAURAV	ADAMS COUNTY CORONER'S OFFICE		X	NO
BUCHANAN, E.	THOMAS, M	09/24/2008	Talwar, Ravindranath	NO OFFICE ASSOCIATION		X	YES
	ALIVE, LARRY	09/30/2008				X	NO
PRABHU, GAURAV	SUNDERLAND, FILMORE	10/10/2008	PRABHU, GAURAV	ADAMS COUNTY CORONER'S OFFICE		X	NO

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>186 of 208</b>



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

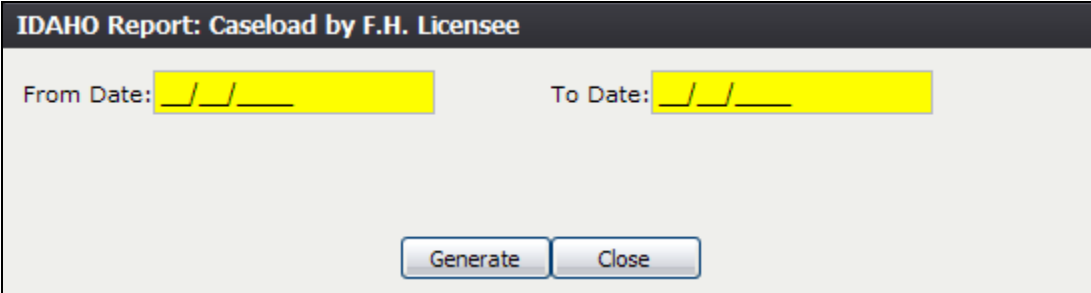
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>187 of 208</b>

#### 4.18.4. Caseload by F.H. Licensee

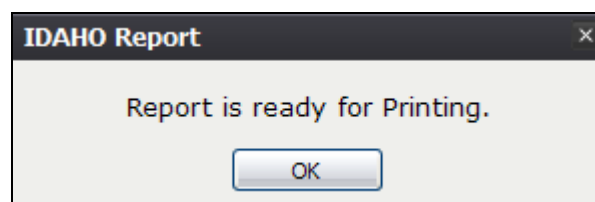
This report will contain information regarding the caseload undertaken by each Licensee at that Funeral Home over the past 31 days.

The report may be printed as follows:


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Caseload by F.H. Licensee** menu item.
3. The following screen will be displayed:

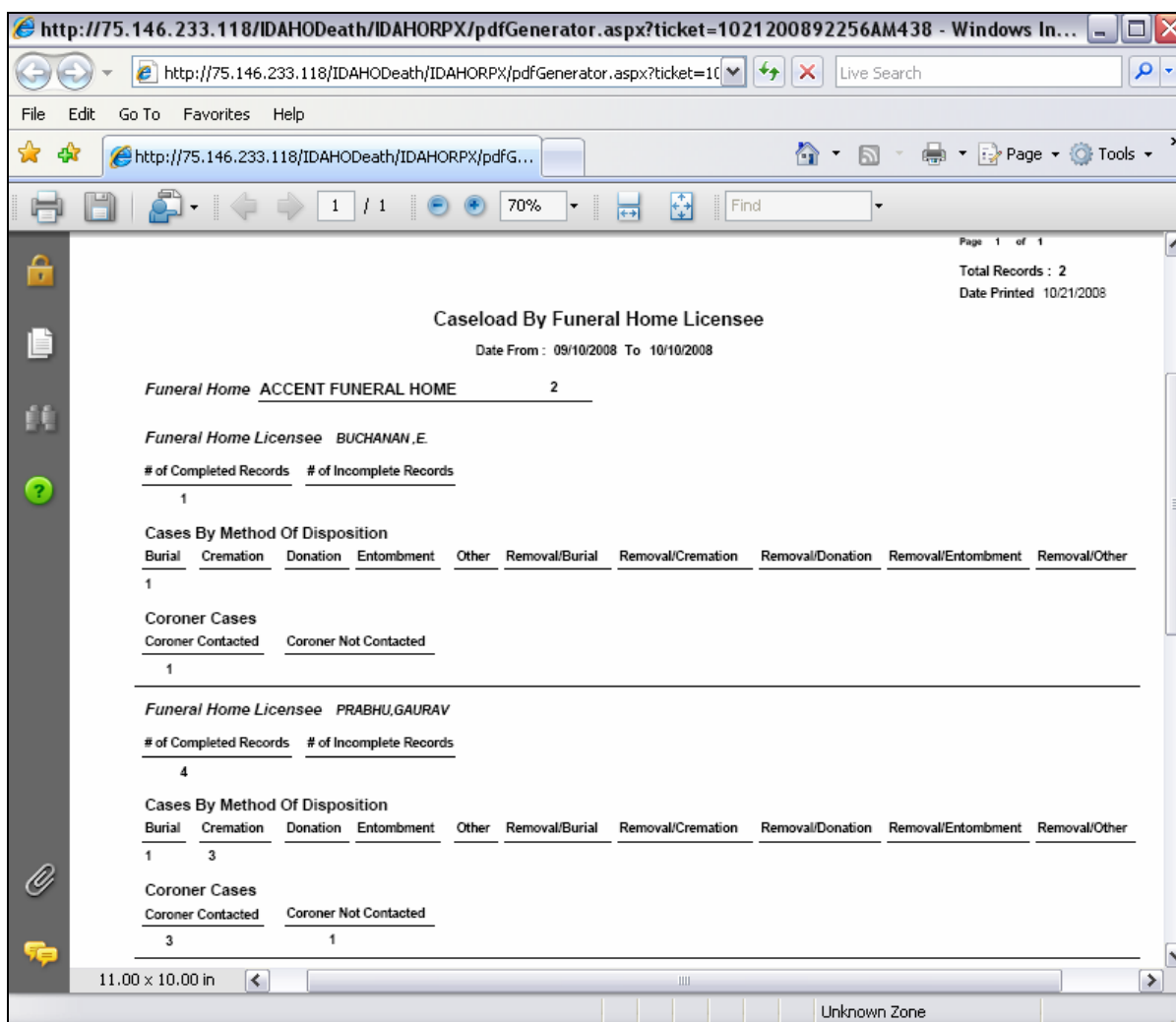


4. Enter the 'From Date' and 'To Date' in their respective fields. Ensure that the dates are no more than 31 days apart and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>188 of 208</b>



http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1021200892256AM438 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1021200892256AM438

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

Page 1 of 1

Total Records : 2

Date Printed 10/21/2008

### Caseload By Funeral Home Licensee

Date From : 09/10/2008 To 10/10/2008

Funeral Home ACCENT FUNERAL HOME 2

Funeral Home Licensee BUCHANAN, E.

# of Completed Records	# of Incomplete Records
1	1

Cases By Method Of Disposition

Burial	Cremation	Donation	Entombment	Other	Removal/Burial	Removal/Cremation	Removal/Donation	Removal/Entombment	Removal/Other
1									

Coroner Cases

Coroner Contacted	Coroner Not Contacted
1	

---

Funeral Home Licensee PRABHU, GAURAV

# of Completed Records	# of Incomplete Records
4	

Cases By Method Of Disposition


Burial	Cremation	Donation	Entombment	Other	Removal/Burial	Removal/Cremation	Removal/Donation	Removal/Entombment	Removal/Other
1	3								


Coroner Cases

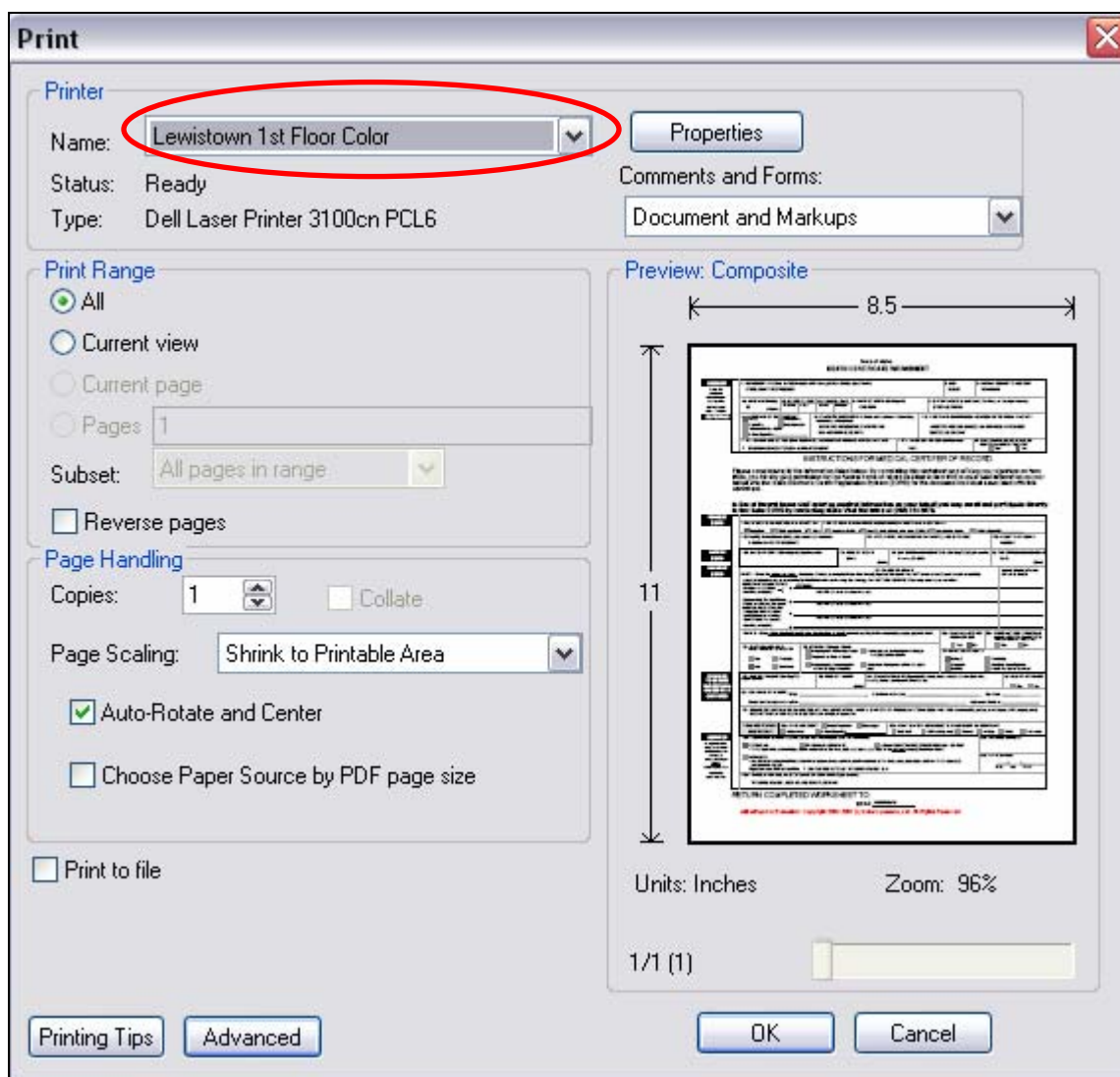
Coroner Contacted	Coroner Not Contacted
3	1

11.00 x 10.00 in

Unknown Zone

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>189 of 208</b>	



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▲▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

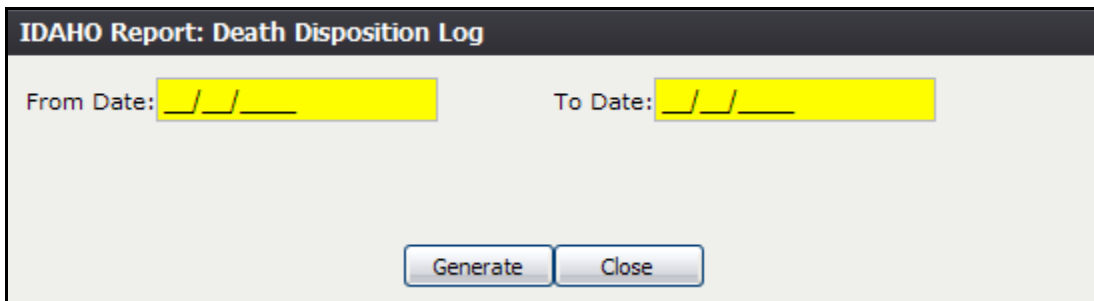
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>190 of 208</b>

#### 4.18.5. Death Disposition Log

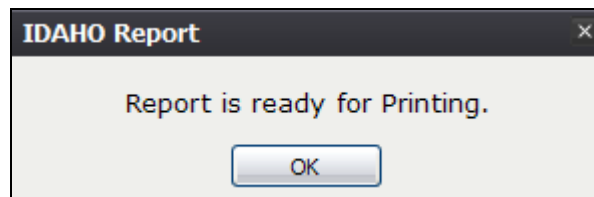
This report will contain summarized information about every record entered at a Funeral Home over the past 31 days.

The report may be printed as follows:


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Death Disposition Log** menu item.
3. The following screen will be displayed:



4. Enter the 'From Date' and 'To Date' in their respective fields. Ensure that the dates are no more than 31 days apart and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>	Approved By: <b>Annachristine Hoover</b>	Page No: <b>191 of 208</b>	

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1021200893531AM154 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1021200893531AM154

File Edit Go To Favorites Help

10/21/2008 Page 1 of 2

Total Records : 6

### Death Disposition Log


Idaho Department of Health and Welfare


09/10/2008 ~ 10/10/2008

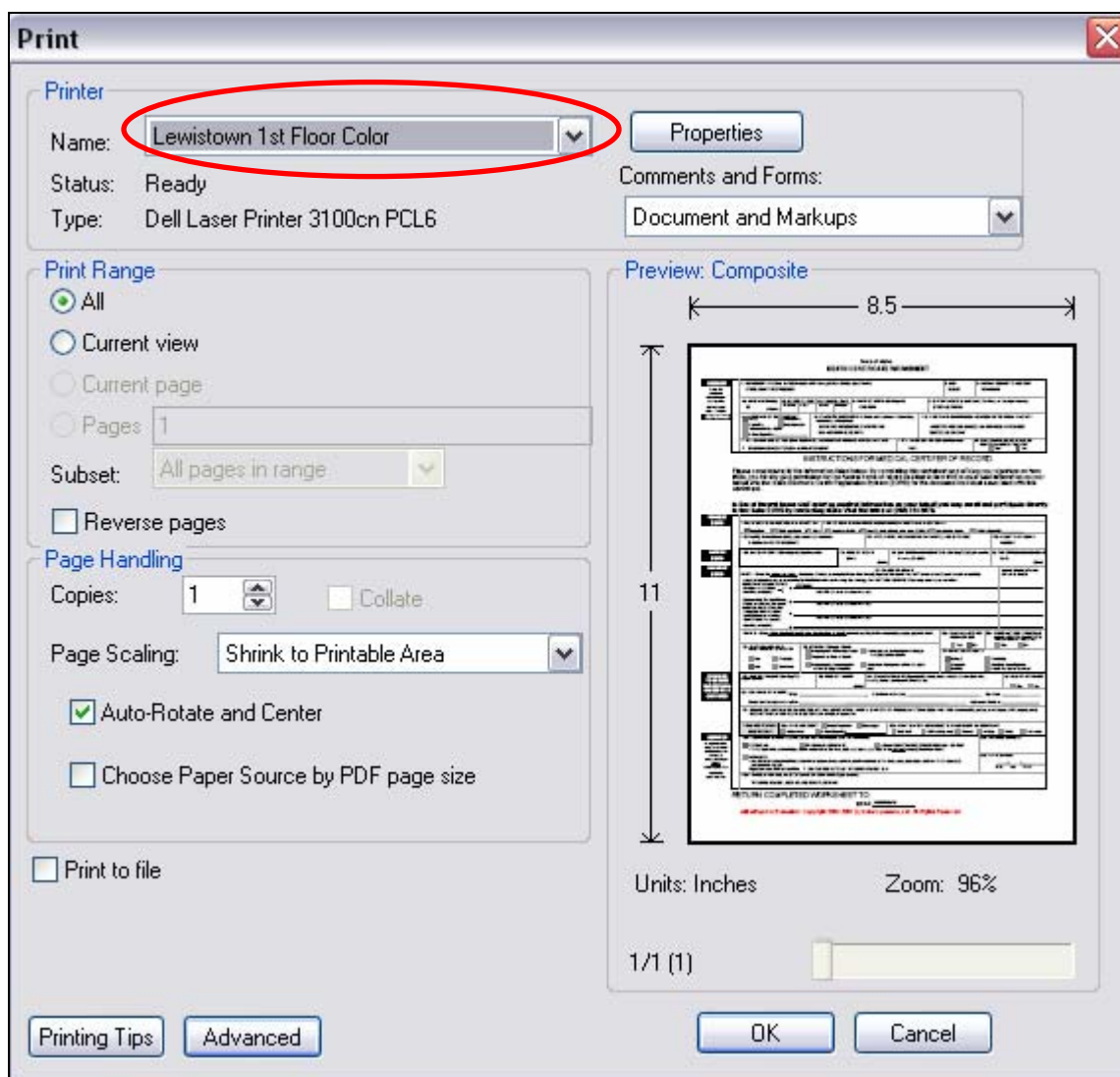
Decedent's Name	Decedent's Date Of Death	County Of Death	Method Of Disposition	Funeral Home Of Record	Case Number
THOMAS M	09/24/2008	FREMONT	BURIAL	ACCENT FUNERAL HOME	
Demographic Complete	Cause Of Death Complete	Certifier's Authorization for Disposition		Coroner's Authorization for Cremation	
NO	YES	Status	Date	Status	Date
		Not Complete	Taiwar,Taiwar	Not Complete	
Decedent's Name	Decedent's Date Of Death	County Of Death	Method Of Disposition	Funeral Home Of Record	Case Number
CLYDE ROY	09/24/2008	BEAR LAKE	CREMATION	ACCENT FUNERAL HOME	
Demographic Complete	Cause Of Death Complete	Certifier's Authorization for Disposition		Coroner's Authorization for Cremation	
YES	NO	Status	Date	Status	Date
		Complete	10/10/2008	Complete	10/10/2008
Decedent's Name	Decedent's Date Of Death	County Of Death	Method Of Disposition	Funeral Home Of Record	Case Number
ALIVE LARRY	09/30/2008			ACCENT FUNERAL HOME	
Demographic Complete	Cause Of Death Complete	Certifier's Authorization for Disposition		Coroner's Authorization for Cremation	
NO	NO	Status	Date	Status	Date
		Not Complete		Not Complete	
Decedent's Name	Decedent's Date Of Death	County Of Death	Method Of Disposition	Funeral Home Of Record	Case Number
PUBLIC JOHN	10/01/2008	BINGHAM	CREMATION	ACCENT FUNERAL HOME	
Demographic Complete	Cause Of Death Complete	Certifier's Authorization for Disposition		Coroner's Authorization for Cremation	

11.00 x 10.00 in

Unknown Zone

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>192 of 208</b>



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▲▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5

11


Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.



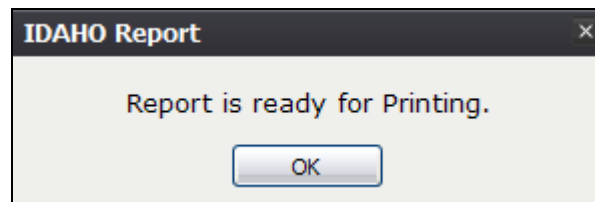
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>193 of 208</b>

#### 4.18.6. FOD Timeliness Report


The Fact of Death Timeliness Report contains information regarding the Timeliness of filing a record. The FOD Timeliness column will indicate the number of days a record has remained unresolved since the Date of Death.

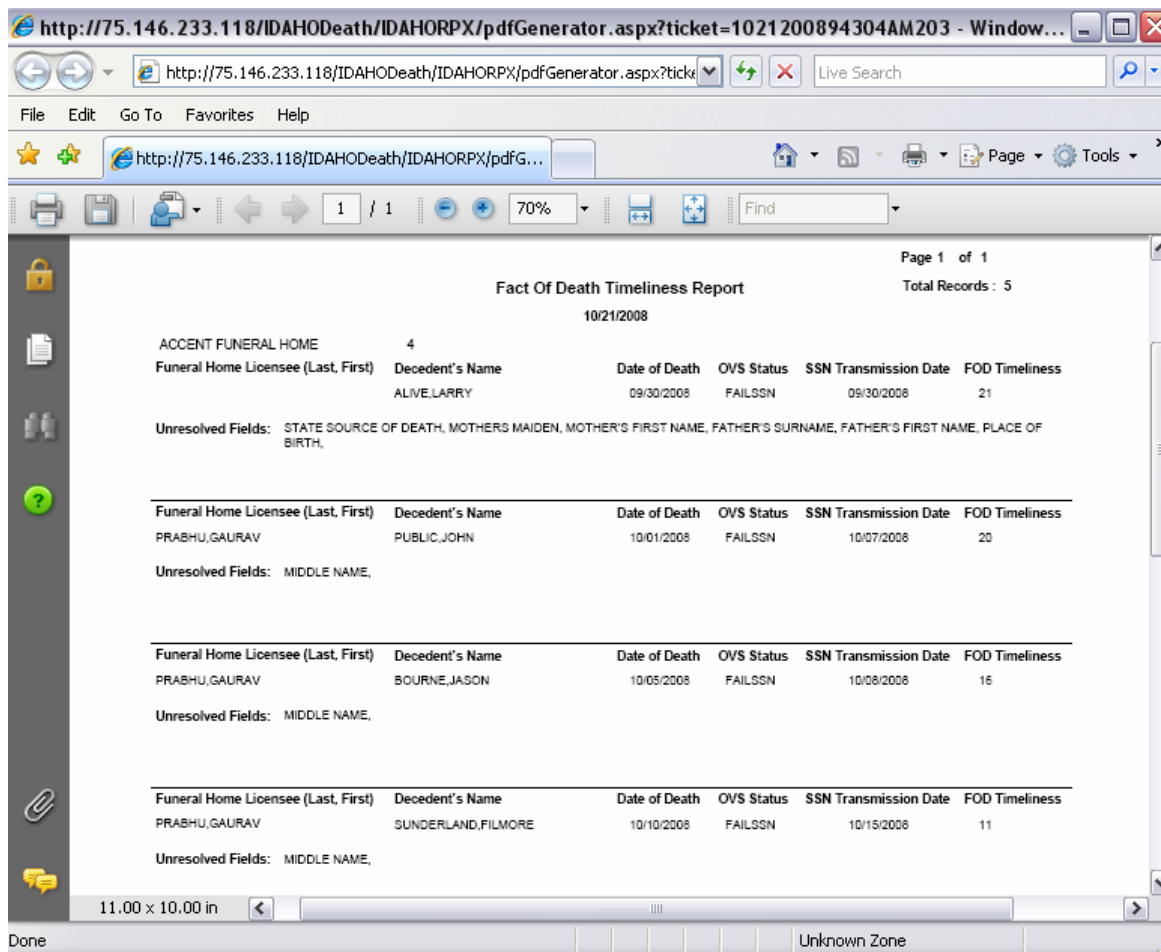
The Report may be printed as follows:

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/FOD Timeliness Report** menu item.
3. The following message will be displayed:




4. Click '**OK**'. The report will open in a new window.


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>194 of 208</b>

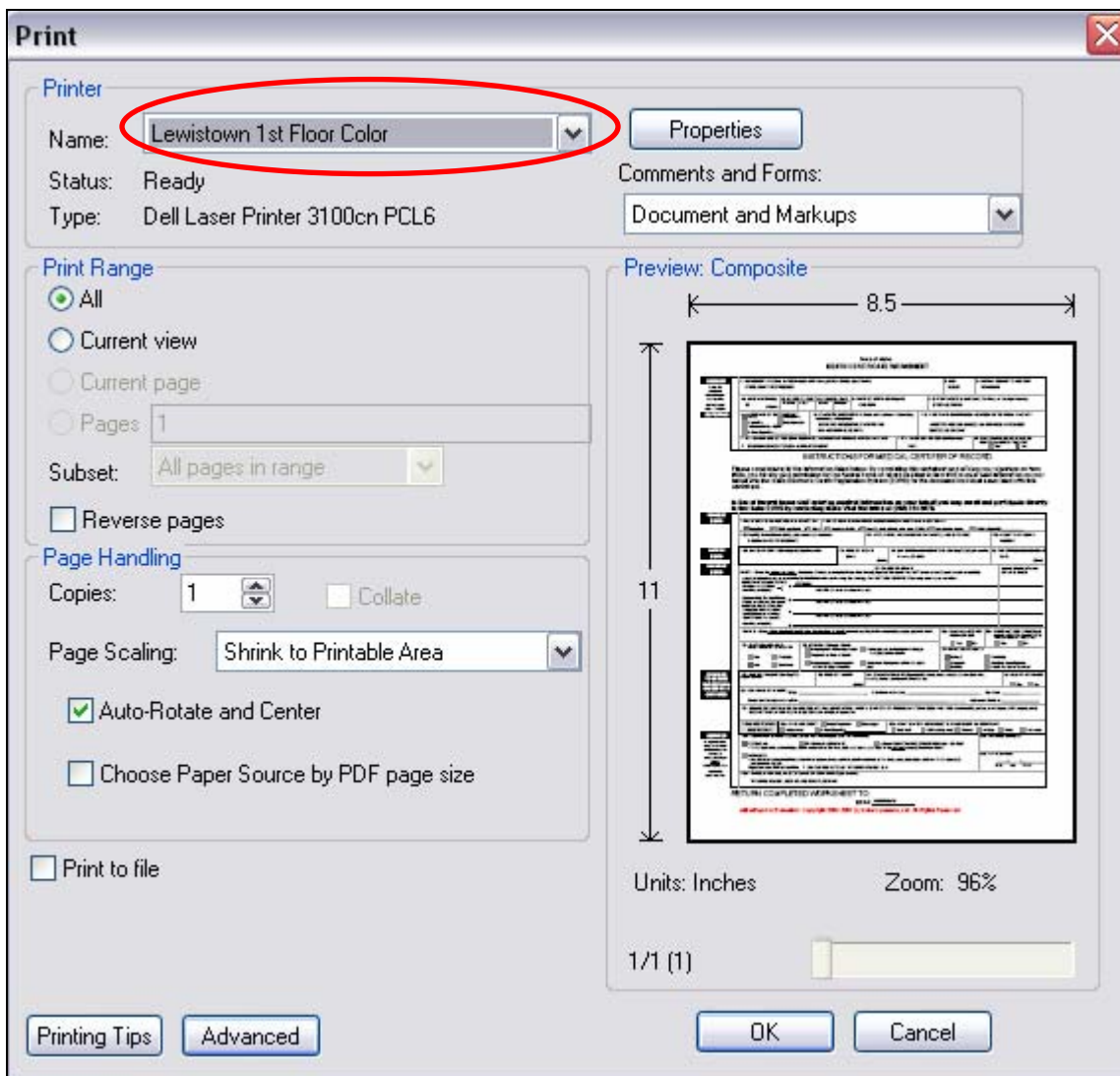


Fact Of Death Timeliness Report  
10/21/2008  
Page 1 of 1  
Total Records : 5

Funeral Home Licensee (Last, First)	Decedent's Name	Date of Death	OVS Status	SSN Transmission Date	FOD Timeliness
ACCENT FUNERAL HOME	4				
ALIVE, LARRY	ALIVE, LARRY	09/30/2008	FAILSSN	09/30/2008	21
Unresolved Fields: STATE SOURCE OF DEATH, MOTHERS MAIDEN, MOTHER'S FIRST NAME, FATHER'S SURNAME, FATHER'S FIRST NAME, PLACE OF BIRTH,					
PRASHU, GAURAV	PUBLIC, JOHN	10/01/2008	FAILSSN	10/07/2008	20
Unresolved Fields: MIDDLE NAME,					
PRASHU, GAURAV	BOURNE, JASON	10/05/2008	FAILSSN	10/08/2008	16
Unresolved Fields: MIDDLE NAME,					
PRASHU, GAURAV	SUNDERLAND, FILMORE	10/10/2008	FAILSSN	10/15/2008	11
Unresolved Fields: MIDDLE NAME,					

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>195 of 208</b>



**Print**

**Printer**

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

**Print Range**

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

**Page Handling**

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

**Preview: Composite**

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>196 of 208</b>

## 4.19. Medical Data Entry Tips


**This chapter has been included in this User Guide so as to provide Funeral Directors with tips regarding Medical Data Entry. A funeral director will need to perform Medical Data Entry once he/she receives a completed Death Certificate Worksheet from a non-participating Medical Certifier.**

The objective of this chapter is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the 'Tab' key to advance to the field, typing the necessary information and then pressing the 'Tab' key to advance again. This chapter attempts to address the remaining scenarios.

### 4.19.1. Certifier Fields

The 'Certifier' fields are among the first ones encountered once the record is initiated by entering data on the 'New Record' screen. If the login location has multiple Certifier Types, a user will need to select a Certifier Type from a drop-down list. Once the Certifier Type is selected, the user may search for a specific Certifier using the '**Search**' button or may select a Certifier from the 'Certifier Name' drop-down list. Address and contact information of the selected Certifier will automatically populate on the screen and will not be editable.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Retrieve an existing record designated to a non-participating medical certifier.
3. If not automatically populated, select the desired Certifier Type from the 'Certifier Type' drop-down list (located below the Certifier fields on the Medical 1 tab)

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>197 of 208</b>

**CERTIFIER**

Certifier Type: --Select a value-- 

Certifier Name:

Certifier Office Name:

Phone:

Fax:

E-Mail Address:

Preferred Method Of Contact:

License Number:

Address:

State/Country:

County:


City/Town:


Zip: Zip Ext:

Date Certifier Signed:

- With the 'Certifier Type' selected, click on the '**Search**' button to search for a desired Certifier.

**CERTIFIER**

Certifier Type: PHYSICIAN 

Certifier Name: --Select a value-- 

Certifier Office Name:

Phone:

Fax:

E-Mail Address:

Preferred Method Of Contact:

License Number:

Address:

State/Country:


County:

City/Town:

Zip: Zip Ext:

Date Certifier Signed:

- Enter all available information about the Certifier you are looking for on the screen below and click '**Search**'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>198 of 208</b>

**Search - Certifier**

First Name  Middle Name

Last Name

6. All Certifiers at that login location who match the search criteria entered will populate the grid below.

**Search - Certifier**


First Name  Middle Name

Last Name

First Name	Middle Name	Last Name	Office Name	Address
DAVID	HARLIN	SMITH	SMITH, DAVID HARLIN MED OFFICE	235 WE

Click on the desired grid entry to select the Certifier and click **'OK'**.

7. The selected Certifier's name will appear in the 'Certifier Name' field and the Certifier's Address and Contact Information will populate the corresponding fields.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>199 of 208</b>


CERTIFIER	
Certifier Type:	PHYSICIAN
<input type="button" value="Search"/>	
Certifier Name:	DAVID
Certifier Office Name:	SMITH, DAVID HARLIN MED OFFICE
Phone:	
Fax:	
E-Mail Address:	
Preferred Method Of Contact:	MAIL
License Number:	M-01764
Address:	235 WEST 13TH STREET
State/Country:	IDAHO
County:	BONNEVILLE
City/Town:	IDAHO FALLS
Zip:	83402
	Zip Ext:
Date Certifier Signed:	<input type="text"/>

#### 4.19.2. Pick List Navigation (MindsEye©)

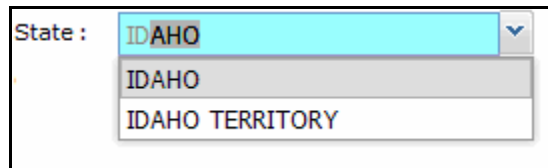
The Decedent's Place of Death fields illustrate the concept of 'drop-down' menus. Using abbreviations, as discussed in the examples below, will expedite data entry.

PLACE OF DEATH	
Type of Place:	OTHER (SPECIFY)
(Specify):	James Beach Hospital
Street Address:	78 University Drive
Or	
Latitude/Longitude:	<input type="text"/>
State:	--Select a value--
County:	--Select a value--
City/Town:	--Select a value--
Zip:	--Select a value--
Zip Ext:	<input type="text"/>

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>200 of 208</b>

2. Retrieve an existing record designated to a non-participating medical certifier.
3. Set focus on the 'State' field by clicking on the field. Begin typing the name of the state or country you wish to enter in this field.




- ✓ The drop-down list will populate with the names of those states that match the information typed in. The field itself will auto-populate with the name of the state that matches the information typed in.
  - ✓ Some geographic entries that include state and city also capture the county as is the case here. As a result, the list of cities is filtered to include only cities within the state and county already selected. Some geographic questions require only the state and city. If the 'State/Country' field is not populated, you will not be able to select a value in the 'County' or 'City' fields. If a state is selected in the 'State/Country' field, then the 'County' must be selected before the list of options for the "City" field is available.
  - ✓ If a foreign country is selected in the 'State/Country' field, then the 'County' field will be disabled (if it is part of the address.) In these cases, selecting the foreign country will disable the 'County' field and load the 'City' pick-list with options associated with the country selected.
4. With focus on the 'County' field, begin typing the name of any county in the state selected in the 'State' field. When the desired option is highlighted press the 'Tab' key to select that choice and advance to the next field.

#### 4.19.3. Making New Entries in Pick Lists

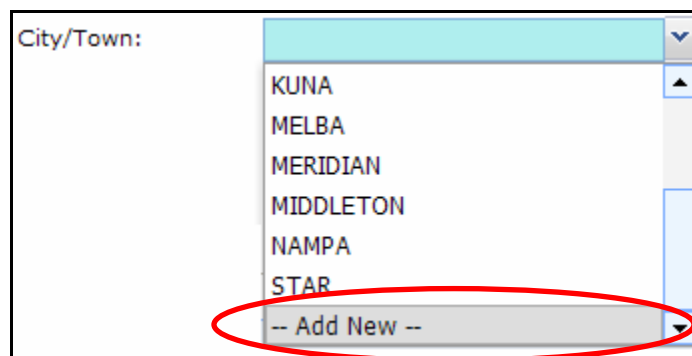
When a Town or City you want is *not in the list* even though it is a valid Town/City, you can add your entry to the list. This is referred to as 'Add on the Fly'. It allows the user to add an item that is not in the list when necessary. To access this choice:

1. Complete data entry in the 'Place of Death' fields up to the 'County' field as shown in section [4.19.3 Pick List Navigation](#).

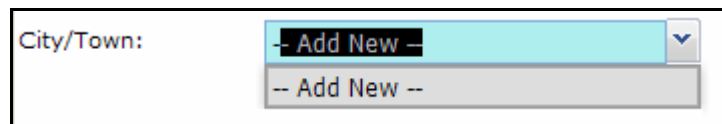


	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home</b> <b>Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>201 of 208</b>


2. Set focus on the 'City/Town' pick list. Open the list by pressing the 'Down Arrow' button and use one of the following methods to add a City/Town on the fly:
3. Select the '—Add New—' option by one of the following options:
  - a. Use the mouse to SCROLL down to the bottom of the list. The very last option in the list that will allow 'Add on the Fly' is a choice '-- Add New--'.



- b. OR use a keyboard short-cut. The first character of this special entry is a hyphen '-'. Type this character into the 'City Of Birth' field and press 'Enter' to select that option.



4. The 'AOF – City/Town' screen will appear.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>202 of 208</b>

**AOF - City/Town**


State/Country: IDAHO  
County: ADA  
City/Town:    
FIPS Code:   
Local Code:

City/Town	State/Country	County	Fips Code	Local Code	Display in List	Validated	Record Time Stamp
Carlisle	IDAHO	ADA			NEVER	False	10/6/2008 12:10:26 PM

- a. Look at the list in the grid at the bottom of the screen (if there is one) to see if the item you need may already be there. This would be the case if the item has already been added 'On the Fly' by someone else but has not yet been 'reviewed' and accepted by the State Office as a valid new addition to the list. If the option you need is in the list, click on it with the mouse and then click on **'OK'**.
- b. If the item is not in the extended list, set focus on the 'City/Town' field, type in the new entry you need and click **'OK'**. The new location will be added on the fly.

#### 4.19.4. Screen Tab Navigation – Next and Previous buttons

Depending on the 'Type of Place' of Death entered in the Place of Death fields, the 'Place of Death' field or the 'Zip Ext' field will be the last field on the 'Medical 1' tab and therefore the next field that needs a response will be on the 'Medical 2' tab.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home</b> Training Guide-1.0-10202008 Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>203 of 208</b>

▼

▼

OFFICE

**PLACE OF DEATH**

Type of Place:

Place Of Death:

Street Address:

Or

Latitude/Longitude:

State:

County:

City/Town:

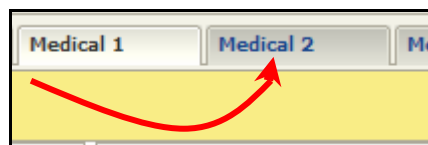
Zip:

Zip Ext:

Previous


Next

Pressing 'Tab' from the 'Place of Death' field will advance the user to the '**Next**' button located at the bottom of the screen. When focus is on the '**Next**' button a user can press the 'Enter' key to advance to the 'Medical 2' screen. Users can also navigate to various Screen Tabs by clicking on them with a mouse. Clicking on the '**Previous**' button will take a user to the previous screen.



#### 4.19.5. Date and Time of Death/Date and Time Pronounced Dead

The 'Date and Time of Death' and 'Date and Time Pronounced Dead' fields will require a user to enter the 'Date of Death Type' and 'Pronounced Date Type' as well as the 'Time of Death Type' and 'Time Pronounced Type' which in each case will be either '*Actual*' or '*Estimated*'.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>204 of 208</b>

DATE AND TIME OF DEATH		DATE AND TIME PRONOUNCED DEAD	
Date Of Death Type: --Select a value--		Pronounced Date Type: --Select a value--	
Date Of Death From: / / To: / /		Date Pronounced Dead From: / / To: / /	
Time Of Death Type: --Select a value--		Time Pronounced Type: --Select a value--	
Time Of Death From: : : AM/PM: --Select a value--		Time Pronounced Dead From: : : AM/PM: --Select a value--	
To: : : AM/PM: --Select a value--		To: : : AM/PM: --Select a value--	

Depending on whether the user chooses ‘*Actual*’ or ‘*Estimated*’, a single date/time field or a date/time range will become enabled in each case for data entry.

Date Of Death Type:

ACTUAL

ESTIMATED

#### 4.19.6. Cause of Death fields

Cause of Death fields will require a user to enter the chain of events - diseases, injuries, or complications that directly caused the death. Terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation should not be entered without showing the reasons for the occurrence of these events.


Cause Of Death - Part I
☐ Cause Of Death Is Pending

Enter the chain of events - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:

a:		Approximate Interval: Onset to Death	
b:			
c:			
d:			

Cause of Death - Part II : Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I

If the ‘Cause of Death Is Pending’ checkbox is checked, all Cause of Death fields will be disabled.

	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>205 of 208</b>

<b>Cause Of Death - Part I</b>	
<input checked="" type="checkbox"/> Cause Of Death Is Pending	
Enter the <u>chain of events</u> - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:	
a:	Approximate Interval: Onset to Death
b:	
c:	
d:	
<b>Cause of Death - Part II : Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I</b>	


#### 4.19.7. Date and Time of Injury AND Place of Injury fields

These fields will capture injury-related information as shown below.

<b>DATE AND TIME OF INJURY</b> Any Injury Information To Report: YES	<b>PLACE OF INJURY</b> Place of Injury:
Injury Date Type: --Select a value--	Injury at Work: --Select a value--
Date Of Injury From: To:	Street Address:
Injury Time Type: --Select a value--	Apt:
Injury Time From: AM/PM: --Select a value--	Latitude/Longitude:
To: AM/PM: --Select a value--	State/Country: --Select a value--
	County: --Select a value--
	City/Town: --Select a value--
	Zip: --Select a value--
	Zip Ext:

If a user enters 'NO' in the 'Any Injury Information To Report:' field, all other Date and Time of Injury and Place of Injury fields will be disabled.

<b>DATE AND TIME OF INJURY</b> Any Injury Information To Report: NO	<b>PLACE OF INJURY</b> Place of Injury:
Injury Date Type: --Select a value--	Injury at Work: --Select a value--
Date Of Injury From: To:	Street Address:
Injury Time Type: --Select a value--	Apt:
Injury Time From: AM/PM: --Select a value--	Latitude/Longitude:
To: AM/PM: --Select a value--	State/Country: --Select a value--
	County: --Select a value--
	City/Town: --Select a value--
	Zip: --Select a value--
	Zip Ext:

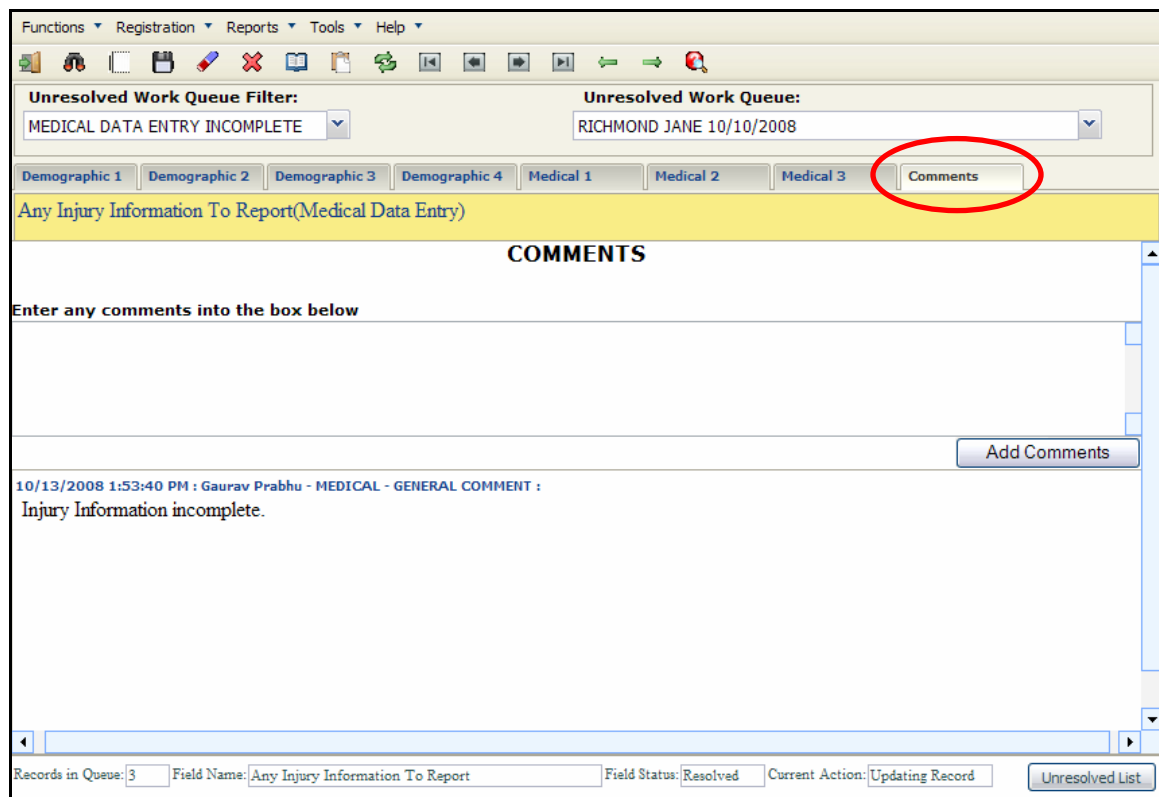
	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>206 of 208</b>

#### 4.19.8. Record Comments

Certain events that take place, such as when a coroner declines a designation or a referral, require that a comment be entered. These comments are stored and can be viewed in a grid on the Comments tab of the data entry screens. The following information regarding each comment will be stored:

- ✓ Action that Required the Comment
- ✓ User logged in when the comment was entered
- ✓ Date and time the comment was entered
- ✓ Text of the comment (600 characters)


Comments may be entered or viewed by clicking on the Comments Tab in Medical data Entry.



The screenshot shows the 'Medical Data Entry' window. At the top, there are tabs for 'Demographic 1', 'Demographic 2', 'Demographic 3', 'Demographic 4', 'Medical 1', 'Medical 2', 'Medical 3', and 'Comments'. The 'Comments' tab is selected and highlighted with a red circle. Below the tabs, there is a yellow header bar with the text 'Any Injury Information To Report(Medical Data Entry)'. The main area is titled 'COMMENTS' and contains a large text box for entering comments. Below the text box is an 'Add Comments' button. At the bottom, there is a status bar showing 'Records in Queue: 3', 'Field Name: Any Injury Information To Report', 'Field Status: Resolved', 'Current Action: Updating Record', and an 'Unresolved List' button.

Enter a comment in the box provided and click the '**Add Comments**' button to add the entered comment to the record.



	<b>Genesis Systems, Inc.</b>	Document ID: <b>ID-01-1010-Funeral Home  Training Guide-1.0-10202008</b> Issue Date: <b>10/28/2008</b>	Version: <b>1.0</b>
Title: <b>Idaho Web Death Module – Funeral Home Section</b>		Approved By: <b>Annachristine Hoover</b>	Page No: <b>208 of 208</b>



**The Industry Standard in Vital Records Integrated Systems**

- Genesis Systems, Inc. • P.O. Box 546 • Lewistown, PA 17044 •